



**HINDS**  
COMMUNITY COLLEGE

JACKSON • RANKIN • RAYMOND • UTICA • VICKSBURG

Student Handbook 2021-2022

# Tech Checklist for Success 2021-2022

## <Start\_Strong>

- Right Devices
- We recommend laptops and tablets. Highly recommended to NOT depend on your phone for coursework purposes.
- You can purchase a laptop or tablet from the bookstore with cash, credit or available Financial Aid.
- Campuses offer libraries/media centers with open computer labs, as well as some programs of study.
- Correct Browsers
- We recommend Google Chrome or Mozilla Firefox for the best operating experience.

## <Be\_Secure>

- HindsNet Credentials
- ID: first initial of your last name + seven-digit ID number
- Default Password: first and last initial capitalized + six-digit birthdate (mmddyy) + \$ (dollar sign)
- Password Reset Program
- Change your default password by enrolling in the Password Reset Program located on My.Hinds.

## <Stay\_Connected>

- Hinds Email
- Official communications channel between Hinds and you!
- Sync Your Devices
- Have your email, Office 365, and Skype at your fingertips!

## <Be\_Productive>

- My.Hinds
- Your portal for information about classes, Financial Aid, and more!
- Office 365
- Outlook Email, Word, Excel, Powerpoint, OneNote and OneDrive for Business (unlimited cloud storage)
- WEPA
- Printing kiosks that allow you to print around campus!

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**IT SUPPORT CENTER | 601.857.3344 | [support@hindsgcc.edu](mailto:support@hindsgcc.edu)**

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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 Franklin, Vice President for Utica Campus and Administrative Services, Box 1003, Utica, MS 39175; Phone: 601.885.7002 or Email: [EEOC@hindsgcc.edu](mailto:EEOC@hindsgcc.edu). Title IX: DeAndre House, Associate Vice President of Student Services, Title IX Coordinator, Box 1100 Raymond MS 39154; Phone: 601.857.3353 or Email: [Titleix@hindsgcc.edu](mailto:Titleix@hindsgcc.edu).

# 2021-2022

# Student Handbook

## Hinds Community College

[www.hindscc.edu](http://www.hindscc.edu)

### RAYMOND CAMPUS

P.O. Box 1100 • Raymond, Mississippi 39154-1100

### UTICA CAMPUS

34175 Hwy. 18 • Utica, Mississippi 39175-9599

### JACKSON CAMPUS

#### **Academic/Technical Center**

3925 Sunset Drive • Jackson, Mississippi 39213-5899

#### **Nursing/Allied Health Center**

1750 Chadwick Drive • Jackson, Mississippi 39204-3490

### RANKIN CAMPUS

3805 Highway 80 East • Pearl, Mississippi 39208-4295

### VICKSBURG-WARREN CAMPUS

755 Highway 27 South • Vicksburg, Mississippi 39180-8699

*Hinds Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097 – 404/679.4501) to award the Associate in Arts degree, the Associate in Applied Science degree, and career and technical certificates. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Hinds Community College.*

*Accredited by Mississippi Commission on College Accreditation  
Member of Mississippi Association of Community and Junior Colleges  
Member of Mississippi Association of Colleges  
Member of American Association of Community and Junior Colleges  
Member of Mississippi Virtual Community College*

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# GENERAL INFORMATION

## MISSION

Hinds Community College is committed to moving people and communities forward by helping develop their purpose, passion and profession.

## VISION

Hinds Community College will be a catalyst to create a competitive economy and a compelling culture for Mississippi.

## VALUES

Hinds Community College aspires to the following IDEALS:

- Integrity
- Diversity
- Excellence
- Accountability
- Leadership
- Stewardship

## COLLEGE CALENDAR 2021-2022

*Fall Classes-Aug. 16, 2021*

*Spring Classes-Jan. 10, 2022*

*Spring Break-Mar. 14-18, 2022*

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**Online class** – Mississippi Virtual Community College courses taught online  
(Online courses will not observe traditional holiday closures; see online syllabus for schedule of due dates)

**On-campus class** – Class that meets on campus for all or part of the term

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### 2021 Fall Semester Schedule

April 6	Fall 2021 semester registration begins for students currently enrolled in on-campus classes
April 12	Fall 2021 semester registration begins for on-line classes Registration for Fall semester begins (Returning students and new students who have seen an Advisor can register through My.Hinds)
August 10	District Faculty Convocation Residence halls open for new students
August 15	Last day to register for full term, first eight-week term, and first four-week term on-campus classes without added fees
August 16	First day of classes for full term, first eight-week term, and first four-week term on-campus classes
August 16-20	Add/Drop period for the first four-week term on-campus classes Add/Drop period for full term and first eight-week term on-campus classes Late registration for full term and first eight-week term on-campus classes (Registration fee increases)

August 23	First day of classes for full term, first eight-week term, and first four-week term on-line classes
August 23-24	Add/Drop period for the first four-week term on-line classes Add/Drop period for full term and first eight-week term on-line classes Late registration for full term and first eight-week term on-line classes (Registration fee increases)
August 24	First day to withdraw from first four-week term on-line classes
August 25	First day to withdraw from full term and first eight-week term on-line classes
August 27	First day to withdraw from the first four-week term on-campus classes
September 6	Labor Day Holiday (campus closed and on-line classes will not be affected)
September 8	Last day to withdraw from the first four-week term on-campus classes
September 10	Last day to withdraw from the first four-week term on-line classes End of the first four-week term on-campus classes
September 13	First day to withdraw from first eight-week term on-campus classes First day of classes for second four-week term on-campus classes Add/Drop period for the second four-week term on-campus classes Grades for the first four-week term on-campus classes must be submitted by 10:00 a.m.
September 17	End of the first four-week term on-line classes
September 20	Grades for the first four-week term on-line classes must be submitted by 10:00 a.m. First day of classes for the second four-week term on-line classes Add/Drop a class for the second four-week term on-line classes
September 21	First day to withdraw from the second four-week term on-line classes
September 24	First day to withdraw from the second four-week term on-campus classes
October 1	Last day to withdraw from first eight-week term on-line classes Last day to withdraw from first eight-week term on-campus classes
October 6	Last day to withdraw from the second four-week term on-campus classes First day to withdraw from full term on-campus classes
October 8	Last day to withdraw from the second four-week term on-line classes End of the first eight-week term and second four-week term on-campus classes Last day to register for the second eight-week term on-campus classes without added fees Mid-term for full term on-campus classes
October 11	Fall Break (campus closed and on-line classes will not be affected)
October 12	First day of classes for the second eight-week and third four-week terms on-campus classes Add/Drop period for the third four-week term on-campus classes Grades for first eight-week term and second four-week term on-campus classes must be submitted by 10:00 a.m.
October 12-18	Add/Drop period for second eight-week term on-campus classes Late registration for second eight-week term on-campus classes (Registration fee increases)
October 15	End of the first eight-week term and second four-week term on-line classes
October 18	Grades for the first eight-week term and second four-week term on-line classes must be submitted by 10:00 a.m. First day of classes for second eight-week term and third four-week term on-line classes Add/Drop period for the third four-week term on-line classes
October 18-19	Add/Drop period for second eight-week term on-line classes



	Late registration period for second eight-week term on-line classes (Registration fee increases)
October 19	First day to withdraw from the third four-week term on-line classes
October 20	First day to withdraw from second eight-week term on-line classes
October 22	First day to withdraw from the third four-week term on-campus classes
November 2	Spring 2022 semester registration begins for on-line classes Spring 2022 semester registration begins for students currently enrolled in on-campus classes
November 3	Last day to withdraw from the third four-week term on-campus classes
November 5	Last day to withdraw from full term and third four-week term on-line classes End of the third four-week term on-campus classes
November 8	Registration begins for Spring semester (Returning students and new students who have seen an advisor can register through My.Hinds) First day to withdraw from the second eight-week term on-campus classes First day of classes for fourth four-week term on-campus classes Add/Drop period for the fourth four-week term on-campus classes Grades for third four-week term on-campus classes must be submitted by 10:00 a.m.
November 12	End of the third four-week term on-line classes
November 15	Last day to withdraw from full term on-campus classes Grades for third four week on-line classes must be submitted by 10:00 a.m. First day of classes for the fourth four-week term on-line classes Add/Drop period for the fourth four-week term on-line classes
November 16	First day to withdraw from the fourth four-week term on-line classes
November 18	Last day to apply for Fall Graduation
November 19	Residence halls close at 4:00 p.m. for Thanksgiving Holidays
November 22-26	Thanksgiving Holidays (on-campus classes will not meet)
November 24-26	College Closed for Thanksgiving Holidays
November 26	Last day to withdraw from second eight-week term on-line classes
November 28	Residence halls open at 4:00 p.m.
December 3	Last day to withdraw from the second eight-week term on-campus classes Last day of Fall full term classes End of the full term on-line classes Last day to withdraw from the fourth four-week term on-line classes
December 6	Grades for full term on-line classes must be submitted
December 7-10	Final examinations for full-term on-campus classes
December 8	Last day to withdraw from the fourth four-week term on-campus classes
December 10	End of the second eight-week term and fourth four-week term on-line classes Last day of the second eight-week term and fourth four-week term on-campus classes Residence halls close at 4:00 p.m.
December 13	Grades for second eight-week term and fourth four-week term on-line classes must be submitted by 10:00 a.m. Grades for full term and fourth four-week on-campus classes must be submitted by 10:00 a.m.
December 15-16	Fall 2022 Graduation-the Clyde Muse Center on the Rankin Campus
December 20 – January 3	Campus closed for Christmas Holidays (to re-open January 3, 2022)

### **2022 Spring Semester Schedule**

January 3	Campus re-opens from Christmas Holidays
January 4	District Faculty/Staff Convocation

January 6	Residence halls open for all students
January 9	Last day to register for full term and first eight-week term on-campus classes without added fees
January 10	First day of classes for full term, first eight-week term and first four-week term on-campus classes
	Add/Drop period for the first four-week term on-campus classes
January 10-14	Add/Drop period for full term and first eight-week term on-campus classes
	Late registration for full term and first eight-week term on-campus classes (Registration fee increases)
January 17	Martin Luther King, Jr. Day (campus closed and on-line classes will not be affected)
January 18	First day of classes for full term, first eight-week term, and first four-week term on-line classes
	Add/Drop a class for the first four-week term on-line classes
January 18-19	Add/Drop period for full term and first eight-week term on-line classes
	Late registration period for full term and first eight-week term on-line classes (Registration fee increases)
January 19	First day to withdraw from the first four-week term on-line classes
January 20	First day to withdraw from full term and first eight-week term on-line classes
January 24	First day to withdraw from the first four-week term on-campus classes
February 2	Last day to withdraw from the first four-week term on-campus classes Last day to withdraw from the first four-week term on-line classes
February 4	End of the first four-week term on-campus classes
February 7	First day to withdraw from first eight-week term on-campus class
	First day of classes for the second four-week term on-campus classes
	Add/Drop period for the second four-week term on-campus classes
	Grades for first four-week term on-campus classes must be submitted by 10:00 a.m.
February 11	End of the first four-week term on-line classes
February 14	First day of class for the second four-week term on-line classes
	Add/Drop period for the second four-week term on-line classes
	Grades for first four-week term on-line classes must be submitted by 10:00 a.m.
February 15	First day to withdraw from the second four-week term on-line classes
February 18	First day to withdraw from the second four-week term on-campus classes
February 25	Last day to withdraw from first eight-week term on-line classes
	Last day to withdraw from first eight-week term on-campus classes
March 2	First day to withdraw from full term on-campus classes
	Last day to withdraw from the second four-week term on-campus classes
March 4	Last day to withdraw from the second four-week term on-line classes
	End of first eight-week term and second four-week term on-campus classes
	Mid-term for full term on-campus classes
March 7	First day of class for second eight-week term and third four-week term on-campus classes Add/Drop period for the third four-week term
March 7-11	Add/Drop period for second eight-week term on-campus classes (includes Spring Break week)
	Late registration period for second eight-week term on-campus classes (Registration fee increases)
March 7	Grades for first eight-week term and second four-week term on-campus classes must be submitted by 10:00 a.m.
March 11	End of the first eight-week term and second four-week term on-line classes
	Residence Halls close at 4:00 p.m. for Spring Break

March 14	First day of classes for the second eight-week term and third four-week term on-line classes Add/Drop period for the third four-week term on-line classes Grades for first eight-week and second four-week term on-line campus classes must be submitted by 10 a.m. Last day to apply for Spring Graduation
March 14-15	Add/Drop period for second eight-week term on-line classes Late registration period for second eight-week term on-line classes (Registration fee increases)
March 14-18	Spring Break (on-campus classes will not meet)
March 15	First day to withdraw from the third four-week term on-line classes
March 16	First day to withdraw from second eight-week term on-line classes
March 16-18	College Closed for Spring Break
March 21	Residence halls open at 4:00 p.m.
March 25	First day to withdraw from the third four-week term on-campus classes
April 1	Last day to withdraw from full term and third four-week term on-line classes
April 5	Summer/Fall 2022 terms registration begins for on-line classes Summer/Fall 2022 terms registration begins for students currently enrolled in on-campus classes
April 6	Last day to withdraw from the third four-week term on-campus classes
April 8	End of the third four-week term on-line classes First day to withdraw from second eight-week term on-campus classes End of the third four-week term on-campus classes
April 11	First day of classes for the fourth four-week term on-line classes Add/Drop period for the fourth four-week term on-line classes Grades for full-term and third four-week term on-line classes due by 10:00 a.m. First day of classes for the fourth four-week term on-campus classes Add/Drop period for the fourth four-week term on-campus classes Grades for third four-week term on-campus classes must be submitted by 10:00 a.m. Registration for Summer/Fall terms (Returning students and new students who have seen an advisor can register through My.Hinds)
April 12	First day to withdraw from the fourth four-week term on-line classes
April 15	Easter Holiday (campus closed and on-line classes will not be affected)
April 18	Last day to withdraw from full term on-campus classes
April 22	Last day to withdraw from second eight-week term on-line classes
April 25	First day to withdraw from the fourth four-week term on-campus classes
April 29	Last day to withdraw from the fourth four-week term on-line classes End of the full term on-line classes Last day to withdraw from second eight-week term on-campus classes End of the Spring full term on-campus classes
May 3-6	Final examinations for on-campus classes
May 4	Last day to withdraw from the fourth four-week term on-campus classes
May 6	End of the second eight-week term and fourth four-week term on-line classes End of second eight-week and fourth four-week term on-campus classes Residence halls close at 4:00 p.m.
May 9	Grades for the second eight-week term and fourth four-week term on-line classes must be submitted by 10:00 a.m. Grades for full term, second eight-week and fourth four-week on-campus classes must be submitted by 10:00 a.m.
May 11-12	Spring Graduation-the Clyde Muse Center on the Rankin Campus
May 14	Spring Graduation-J. D. Boyd Gymnasium on the Utica Campus

## 2022 Summer Mini-Term Schedule

April 5-May 15	Registration for Summer Mini-Term classes
May 16	First day of classes for Summer Mini-Term on-campus classes
	Late registration for on-campus classes (Registration fee increases)
	Last day to Add/Drop Summer Mini-Term on-campus classes
May 20	First day to withdraw from Summer Mini-Term on-campus classes
May 26	Last day to withdraw from Summer Mini-Term on-campus classes
May 27	Last day and final examinations for Summer Mini-Term on-campus classes
May 31	Grades for Summer Mini-Term classes must be submitted by 10:00 a.m.

## 2022 Summer Schedule

April 5	Summer/Fall 2022 semesters registration begins for on-line classes
	Registration for Summer/Fall Terms begins for students currently enrolled in on-campus classes
May 27	Residence Halls open for full term and first four-week term for students
May 31	First day of classes for eight-week Summer term and first four-week term on-campus classes
	First day of classes for eight-week and first four-week Summer term on-line classes
	Add/Drop period for first four-week Summer term on-line classes
	Late registration period for first four-week Summer term on-line classes (Registration fee increases)
May 31- June 1	Add/Drop period first four-week term on-campus classes
	Late registration period for first four-week term on-campus classes (Registration fee increases)
	Add/Drop period for full term on-line classes
May 31 – June 3	Add/Drop period eight-week term on-campus classes
	Late registration period for eight-week term on-campus classes (Registration fee increases)
June 1	First day to withdraw from first four-week Summer term on-line classes
June 2	First day to withdraw from eight-week Summer term on-line classes
June 13	First day to withdraw from the first four-week term on-campus classes
June 17	Last day to withdraw from first four-week Summer term on-line classes
June 22	Last day to withdraw from the first four-week term on-campus classes
June 24	End of the first four-week term on-line classes
	End of the first four-week term on-campus classes
	First day to withdraw from eight-week term on-campus classes
June 27	Residence halls open for the second four-week term for students.
	Add/Drop period for second four-week Summer term on-line classes
	Late registration period for the second four-week Summer term on-line classes (Registration fee increases)
	Grades for the first four-week term on-line classes must be submitted by 10:00 a.m.
	First day of second four-week term on-campus classes
	First day of class for the second four-week term on-line classes
	Grades for first four-week term on-campus classes must be submitted by 10:00 a.m.
June 27-28	Add/Drop period for second four-week term on-campus classes
	Late registration period for second four-week term on-campus classes (Registration fee increases)

June 28	First day to withdraw from second four-week Summer term on-line classes
July 4	Independence Day Holiday (campus closed and on-line classes will not be affected)
July 7	Last day to apply for Summer Graduation
July 8	Last day to withdraw from eight-week Summer term on-line classes
July 11	First day to withdraw from the second four-week term on-campus classes
July 14	Last day to withdraw from eight-week term on-campus classes
July 15	Last day to withdraw from second four-week Summer term on-line classes
July 20	Last day to withdraw from second four-week term on campus classes
July 22	Last day for full term and second four-week term on-line classes
	End of the eight-week term and second four-week term on-campus classes
July 25	Grades for full term and second four-week term on-line classes must be submitted by 10:00 a.m.
	Grades for eight-week term and second four-week term on-campus classes must be posted by 10:00 a.m.
July 26	Residence halls close at 4:00 p.m.
July 27	Summer Graduation-the Clyde Muse Center on the Rankin Campus

## COLLEGE OFFICE HOURS

Normal College office hours, except during holidays, are Monday through Friday from 8 a.m. - 4:30 p.m. Extended office hours (Tuesdays 8 a.m. – 6 p.m.) will be available in August and January to provide additional support during peak enrollment times. The following offices will be open during the extended office hours: Admissions, Business Office, Counseling, Financial Aid, Student Housing and Enrollment Services.

## COMMUNICATION - PURPOSE OF THE HANDBOOK:

### To communicate student rights and responsibilities

The tradition of excellence of Hinds Community College depends largely on the ability of each student to meet challenges and to avail him/herself of the many opportunities provided during the school year.

The purpose of the Handbook is to acquaint the various members of the College community with the activities, policies, organizations, services, and regulations of the College. Each student, faculty, and staff member should become familiar with the contents of the Handbook and is responsible for complying with the policies and regulations within. This Handbook and the College Catalog and the College website provide students with information that define a student's rights and responsibilities. Vital information and regulations are also provided within department service descriptions of the Handbook, thus a student may want to become aware of information within all sections of this publication. Valuable information is also provided on the College website. The Student Handbook and College Catalog are available on the College website, [www.hindscc.edu](http://www.hindscc.edu)

This handbook is compiled and published through the cooperative efforts of members of the student body, student government, faculty, administrative and student services personnel. Edited by the District Dean of Student Services, Deans, Assistant Deans and Directors on each campus.

## CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

(Further Amended in 1992, 1998, and 2000 and renamed for Jeanne Clery. Formerly TITLE II OF PUBLIC LAW 101-542 CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990 that amended The Higher Education Act of 1965)

## HINDS DESIGNATED TITLE IX COORDINATOR

DeAndre House  
Associate Vice President of Student Services & Title IX  
Coordinator  
POB 1100 Raymond, MS 39154  
Phone: 601.857.3353  
Email: DeAndre.House@hindsgcc.edu  
Or  
TitleIX@hindsgcc.edu

## CRIME AWARENESS AND CAMPUS SAFETY STATEMENT HINDS COMMUNITY COLLEGE DISTRICT: CLAIBORNE, COPIAH, HINDS, RANKIN AND WARREN COUNTIES, MISSISSIPPI

### CRIME & EMERGENCY REPORTING POLICY

Current Hinds Community College Policy requires that members of the College community report all criminal actions and other emergencies to the Campus Police/Security Department. The Clery Act Campus Crime Statistics Information is available by year on the College website.

### CAMPUS POLICE/SECURITY RESPONSE TO EMERGENCIES

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

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

A full publication has been made available to students and employees to meet the requirements of this federal law which went into effect September 1, 1992. Beginning in 2000, this document is available on the Hinds website.

### HOW TO REPORT CRIMES AND EMERGENCIES - CALL 9 + 911 EXCEPT UTICA AND VICKSBURG-WARREN CAMPUSES (SEE NUMBERS BELOW)

In the event of an emergency, members of the College community (except those at the Utica Campus who should always call Campus Police first) are instructed to first call 911 giving his or her name, location, and the nature of the emergency to the 911 operator. Immediately thereafter, the person reporting should call and report the incident to the Campus Police at the appropriate number at the locations listed below. Please note that if you are using the College phone system, you must dial 9+911 (except the Vicksburg-Warren Campus). If you are using an outside phone, such as a cellular phone, then you should only dial 911.

#### Raymond Campus

Raymond, MS 39154-1100      Telephone: 601.857.3911 (Primary Campus Police #)  
601.708.3331 (Secondary Campus Police #)  
*Direct-line emergency telephones located on the  
outside of each female residence hall and other strategic  
locations on Campus.*  
In person: Campus Police, 115 Student Union Building  
Dean of Students Office, Denton Hall Suite 209

#### Utica Campus

Utica, MS 39175-9599      Telephone: 601.500.1432 (direct radio telephone  
to Campus Police)  
601.885.6062 (Campus telephone operator)  
In person: Campus Police Office, Unit 4 East Drive Dean  
of Students Office, Student Union, Room 208

## **Jackson Campuses**

### **Academic/Technical Center**

3925 Sunset Drive  
MS 39213-5899

Telephone: 601.366.1405 (Campus telephone operator) Jackson,  
601.987.8170 (Office) or 601.987.8142 (Cell) (Campus Police)

In person: Administrative Office

### **Nursing/Allied Health Center**

1750 Chadwick Drive  
Jackson, MS 39204-3490

Telephone: 601.376.4912 (Campus Police Office)

In person: Administrative Office

### **Rankin Campus**

3805 Highway 80 East  
Pearl, MS 39208-4295

Telephone: 601.932.5237 (Campus telephone operator)  
601.936.1800 (Campus Police Office)

In person: George Wynne #200

### **Vicksburg-Warren Campus**

755 Highway 27  
Vicksburg, MS 39180-8699

Telephone: 601.638.0600 (Campus telephone operator)  
601.201.1467 (Campus Police/Security)

In person: Administrative Office

## **NON-LIFE THREATENING AND OTHER EMERGENCIES**

For non-life threatening emergencies, please contact Campus Police at your campus/ location.

## **DRUG/ALCOHOL EFFECTS, CONSEQUENCES AND LAWS**

The College's current Alcohol and Drug Information publication describes the symptoms, effects, state law and penalties, as well as, federal laws and penalties. The document is available on the College's Website at <http://www.hindscc.edu/offices/campus-police>.

## **COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS**

Hinds Community College prohibits illegal copyright infringement, including unauthorized distribution of copyrighted material and unauthorized peer-to-peer file sharing. The institution reserves the right not to accept any copied material in compliance with copyright laws. Students are responsible for complying with copyright law and applicable licenses that apply to software, files, documents, message and other material they wish to download, copy, or transmit. Students found in violation of Copyright Infringement Policies are subject to student conduct actions, with sanctions ranging from probation to expulsion.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. This policy includes peer-to-peer file sharing context, downloading or uploading substantial parts of a copyrighted work without authority, which constitutes an infringement.

## **SUMMARY OF PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS**

Penalties for copyright infringement, including but not limited to unauthorized distribution of copyrighted material and unauthorized peer-to-peer file sharing, may be subject to civil and criminal penalties. Anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at no less than \$750 and no more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov). (Reference: Title 17, United States Code, sections 504 and 505)



# GENERAL INFORMATION AND SERVICES

## DISTRICT DIRECTORY

For	Where	Phone
<b>General Information</b>	Raymond Campus .....	601.857.5261 /601.352.3011
	Jackson Campus	
	Academic/Technical Center .....	601.366.1405
	Nursing/Allied Health Center .....	601.376.4807
	Rankin Campus.....	601.932.5237
	Utica Campus.....	601.885.6062/601.354.2327
	Vicksburg-Warren Campus .....	601.638.0600
<b>Accounts Receivable</b> (Students)	District Office.....	601.857.3205
	Jackson Campus	
	Academic/Technical Center .....	601.366.1405
	Nursing/Allied Health Center .....	601.376.4805
	Rankin Campus.....	601.936.5554
	Raymond Campus .....	601.857.3440
	Utica Campus .....	601.885.7028
	Vicksburg-Warren Campus .....	601.629.6806
<b>Admissions</b>	District Office - Raymond .....	601.857.3212
<b>Advancement</b>	Raymond Campus .....	601.857.3363
<b>Alumni</b>	District Office.....	601-857-3350
<b>Athletics</b>	Raymond Campus .....	601.857.3520
	Utica Campus - Men .....	601.885.7018
	Utica Campus - Women.....	601.885.7015
<b>Bus Services (Utica Only)</b>	Utica Campus .....	601.885.7054
<b>Counseling</b>	Raymond Campus	
	Academic.....	601.857.3216
	Career or Technical. ....	601.857.3372
	Jackson Campus	
	Academic/Technical Center .....	601.366.1405
	Nursing/Allied Health Ctr. ....	601.376.4802/601.376.4803
	Rankin Campus.....	601.936.1879
	Utica Campus	
	Academic.....	601.885.7022
	Career or Technical .....	601.885.7028
	Vicksburg-Warren Campus .....	601.629.6807
	Raymond Campus .....	601.857.3374
<b>Facilities</b>	Utica Campus .....	601.885.7080

<b>Financial Aid</b>	Raymond .....	601.857.3223
	Jackson Campus	
	Academic/Technical Center .....	601.366.1405
	Nursing/Allied Health Center .....	601.376.4808
	Rankin Campus .....	601.932.5237
	Utica Campus .....	601.885.7012
<b>Housing</b>	Vicksburg-Warren Campus .....	601.629.6836
	Raymond Campus .....	601.857.3222
<b>Recruiting &amp; Tours of Campus</b>	Utica Campus .....	601.885.7088
	District Office - Raymond . . . . .	601. 857.3767/601.857.3792
<b>Scholarships</b>	District Office - Raymond.....	601.857.3453
	Foundation.....	601.857.3744
<b>Student Recreation and Clubs</b>	Raymond, Jackson Campus-ATC.....	601.857.3388
	Jackson Campus-NAHC .....	601.376.4802
	Rankin Campus .....	601.932.1808
	Utica Campus .....	601.885.7048
	Vicksburg-Warren Campus . . . . .	601. 629.6876/601.629.6858
<b>Workforce Development Center</b>	District Office - Raymond.....	601.857.3608

\* Student Activities and Clubs see each location index for page number

## DAMAGE OR LOSS OF PERSONAL PROPERTY

The College does not assume any legal obligation to pay for the loss of or the damage to the student's personal property if such loss or damage occurs in its building(s) or on its ground(s), prior to, during, or subsequent to the period of the contract, semester or term. The student or parent(s) are encouraged to carry appropriate insurance to cover such losses.

## COLLEGE EMERGENCY PROCEDURES

Emergencies either man-made or natural can occur at any time and for any reason. Hinds Community College strives to keep our students, faculty, staff, and visitors safe at all times. Hinds Community College's Emergency Alert System is called EagleOne Alerts. EagleOne Alert uses SMS/Voice messages, Emails, Emergency Info Line (601.857.3600), and the EagleOne Alert Website (<https://www.hindscc.edu/emergency/eagleone-alert>) to communicate vital information to let students and staff know when there is an emergency on or around campus and what they need to do to be safe. EagleOne Alert is the accurate source for emergency information for Hinds Community College. More information about EagleOne Alert and can be found at <https://www.hindscc.edu/emergency/eagleone-alert>. EagleOne Alert is tested periodically. Further information about the emergency procedures of Hinds Community College not covered here can be found at <https://www.hindscc.edu/emergency>.

## EMERGENCY COLLEGE CLOSING/CLASS CANCELCATION PROCEDURES

Only the President or his/her designee shall have the authority to cancel classes/work or adjust the times at which they end or resume.

A particular campus, all campuses, or other locations where classes are taught in the Hinds Community College District will close when the safety and well-being of the student body is in jeopardy. There may be times when one campus is closed and others will be open.

Faculty, staff, and students should not call administrators or public safety. The college community will be notified via EagleOne Alert if there is a closure announcement. In the absence of any announcement, the college community should assume the college is operating on its normal schedule. All students, faculty and staff would be expected to report to classes and work. Students not reporting to class will be counted absent and employees not reporting to work will have to take a personal day of leave.

In the event of an emergency closing, classes and activities will be cancelled according to the following announcement times:

**By 6 p.m. the night before** to announce a closing for the day or a delayed opening  
**By 6 a.m.** for afternoon classes and activities  
**By 12 p.m.** for evening classes and activities

### **Delayed Opening**

In the event that a **DELAYED OPENING** occurs in the middle of a class period, students and faculty are advised that if your class has one hour or longer of instruction / lab / studio time remaining – your class **WILL** meet. For example, your class meets from 11 a.m. to 1:45 p.m. There is a 12 noon Delayed Opening. Your class **WILL** meet for the remainder of the class period from 12 noon to 1:45 p.m.

However, if your class has less than one hour of instruction / lab / studio time remaining – your class will **NOT** meet. For example, your class meets from 9:30 to 10:45 a.m. There is a 10 a.m. **Delayed Opening**. Your class will **NOT** meet.

### **Early Dismissal**

In the event that an **EARLY DISMISSAL** occurs in the middle of a class period, students and faculty are advised that if your class has one hour or longer of instruction / lab / studio time before the Early Dismissal – your class **WILL** meet. For example, your class meets from 2 p.m. to 3:15 p.m. There is a 3 p.m. Early Dismissal. Your class **WILL** meet from 2 p.m. to 3 p.m.

However, if your class has less than one hour of instruction/lab/studio time before the Early Dismissal – your class will **NOT** meet. For example, your class meets from 12:30 to 1:45 p.m. There is a 1 p.m. Early Dismissal. Your class will **NOT** meet.

## **REQUIRED IDENTIFICATION IN CASE OF EMERGENCY**

All faculty, staff, and students **MUST** wear their college issued photo identification visible in the front of one's body when on campus. The I.D. must be presented when requested, use of such identification will facilitate the necessary information to the proper authority in the event of an emergency.

## **SERIOUS ILLNESS OR INJURY**

In case of serious illness or injury the following procedures are to be followed.

1. Call 911 and then call Campus Police. The following information should be given:
  - a. Give the name/location of the emergency
  - b. State the nature of the illness or injury
2. If the incident occurs in the residence hall notify the Resident Assistant (RA), Resident Hall Director (HD) or the Department of Student Housing.
3. Campus Police will notify the Dean's Office.
4. If the injury is serious, do not move the person, wait until trained medical personnel arrives.

## **FIRE**

In the event of a fire, proceed accordingly to the following plan:

1. First activate the building's alarm by manually pulling the fire alarm handle.
2. Everyone must evacuate the building **IMMEDIATELY**. No one should return to the building for any reason.
  - a. Safety tips:
    - i. Crawl low under smoke.
    - ii. Feel doors before opening - do not open if hot - use alternate routes.
    - iii. Do not use elevator.
    - iv. Occupants should be at least 300 feet from the structure.
3. Call 911 and then call Campus Police. The following information should be given:
  - a. Give the name of the building or the location of the fire.
  - b. Location of fire in the building/structure and what's burning
  - c. Location of anyone trapped or injured.
4. Every month the Residence Hall Staff conducts monthly fire drills to designate areas for residence hall students to assemble in case of fire.

## **TORNADO/SEVERE WEATHER**

In severe weather conditions everyone should be very mindful that the weather conditions could change at a moment's notice.

- 1. Tornado Watch**
  - a. A tornado watch is a forecast of the possibility of tornadoes in a large area.
  - b. The Office of Campus Safety will monitor information from the National Weather Service for possible tornado warnings.
- 2. Tornado Warning\***
  - a. A tornado warning means that weather conditions are right for a tornado to be produced and/or one has been sighted and is approaching.
  - b. If a tornado warning is issued that will effect an occupied campus, it will be sent via the EagleOne Alert Network.
  - c. You may also hear an outdoor warning siren. The sound is a steady blast and you must take cover immediately.
  - d. Proceed to the lowest floor of the building. Avoid windows, auditoriums, gymnasiums, or other structures with wide free span overheads.
  - e. Residence hall students should move to the interior corridors of the residence hall. If the warning is at night, housing personnel should awaken everyone and move them to the corridors.
  - f. Students are strongly urged to remain on campus in secure areas during inclement weather conditions.

\* The outdoor warning sirens are tested at 12 noon on the first day of each month (weather permitting).

## **STUDENT SERVICES**

### **PHILOSOPHY AND OBJECTIVES OF STUDENT SERVICES WORK**

The nature of American higher education places great emphasis upon developing the student as an educated "whole" person rather than upon promoting intellectual training alone. Such an emphasis has created a conscious extension of the learning environment beyond the classroom, and the student personnel professionals bear the primary responsibility for facilitating the education which takes place in that setting.

In promoting the Hinds Community College Missions and Goals, Student Services endeavors to establish rapport among all students and student groups, making each individual feel that he or she is an integral member of the College community and of society. Accordingly, the various departments of Student Services strive to provide a means for complementing and supporting the academic, career, technical and continuing education programs. Workable strategies, techniques, and methods are developed on a continuing basis to enhance and promote excellence in both inter-community/junior college and intra-community college relations. Through Student Services, education is viewed as an individualized, success-oriented system which is constantly being refined to meet both student and societal needs. To implement successfully this vitally important system, Student Services personnel strive to fulfill the Mission Statement and Goals of the College as:

**EDUCATORS** who operate in the challenging and relatively unstructured out-of-classroom setting. Student Services professionals use activities, organizations, special developmental programs and interpretation of institutional and societal rules as tools in the total educational process.

**PROVIDERS AND MANAGERS OF STUDENT SERVICES** designed to facilitate the student's overall educational experience and to provide the type of special facilities for academic, career and technical support activities which create an active and productive learning environment.

**FACILITATORS OF THE MATRICULATION PROCESS** who offer individual growth-oriented assistance to help students successfully progress through a multi-dimensional college experience. The goals of Hinds Community College Student Services are consistent with Hinds Community College Mission Statement and Goals as cited in the Catalog. The goals of the Student Services Program include:

1. Develop and initiate practical guidelines through which students may achieve life goals, which are socially desirable and individually satisfying to their lives.
2. Help students to plan their lives so their goals, which they have established, can be attained.
3. Assist students to improve their abilities to live with others so that they may effectively promote their own development and their own worthy purposes.
4. Help students experience the satisfactions that come from association with different kinds of people.
5. Prepare students so they may be partners with those who seek to help provide a better society in which to make a living.
6. Provide students with leadership opportunities which enable them to adjust creatively in their own development of life's goals, to recognize their limitations, their strengths, and to build upon their own peculiar powers and interests while becoming enriched and resourceful persons.

## **ADVISEMENT SERVICES**

Advising Services are available to support students to be successful in college and help achieve their personal, educational, and career goals. The Advisement Office provides ongoing advisement and pro-active developmental counseling services.

### **Academic and Career Technical Advisement**

Advisors offer support to students in choosing and planning their course work as it pertains to Hinds Community College and/or prospective senior college requirements. Advisors assist students in choosing majors and careers, and selecting courses to meet their educational and occupational goals. Advisors provide outreach services in the form of workshops, presentations, or seminars with various student groups.

### **Counseling Services**

Counselors are available to help students with personal difficulties through individual counseling and to assist students in finding appropriate medical, social, or psychological services when needed.

## **COLLEGE ASSISTANCE PROGRAM**

Hinds Community College has contracted with The Counseling Center to have confidential counseling services made available for any special needs a student or employee may have. The Counseling Center will provide immediate, confidential, and effective assistance and is available to Hinds students and employees at no charge for short-term counseling. The number is 601-707-5023 and fax 601.707.5068. The Counseling Center is located at 665 Highway 51 North, Ridgeland, MS 39157.

A trained counselor will assist in finding a resolution to your problem. If further help is necessary, an assessment will be performed to determine the most appropriate level of care necessary for effective and efficient assistance. The Counseling Center services encompass individual, group and family counseling, as well as, crisis intervention, stress management, depression, anxiety, marital/family conflict, grief/bereavement, substance abuse/relapse prevention and divorce issues. For services which are not provided, such as in-patient psychiatric or in-patient chemical dependency treatment, The Counseling Center will assist the student or employee in identifying a provider within the employee's health/medical insurance plan.

## **DISABILITY SUPPORT SERVICES**

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 Franklin, 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 of Student Services, Title IX Coordinator, Box 1100

Raymond MS 39154; Phone: 601.857.3353 or Email: Titleix@hindsc.edu.

Hinds Community College seeks to comply with the letter, intent and spirit of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Section 504 and ADA require institutions not to discriminate against students with disabilities and to make all offerings and programs of the college accessible.

Hinds Community College provides reasonable accommodations for students with disabilities through Disability Support Services (DSS). DSS verifies eligibility for accommodations and works with eligible students who have self-identified and provided current documentation.

Students should schedule an appointment with the designated DSS staff member on their respective campus to establish a plan for reasonable accommodations and services.

Raymond Campus	601.857.3646	Jackson–Nursing/Allied Health	601.376.4803
Utica Campus	601.885.7022/7128	Rankin Campus	601.936.5544
Jackson ATC Campus	601.987.8258	Vicksburg-Warren Campus	601.629.6807
Email <a href="mailto:DSS@hindsc.edu">DSS@hindsc.edu</a>			
Video Phone 601.526.4918			

## REFUND POLICY

Students having made prior payment will be refunded the amount paid less their liability (the amount owed) after the complete withdrawal. Students suspended for student conduct reasons are not eligible for refunds or reductions in liability. Refunds will be applied to any outstanding obligations and any scholarship, grant, or loan received for the semester. The refund policy is as follows:

### Tuition and Fees:

- 100% refund if courses are dropped before the start of the classes–On Campus/MSVCC courses 75% refund if complete withdrawal is initiated during the add/drop period of the student first course start date.
- 0% after drop/add period

### Housing Fees:

- 75% refund before the sixth calendar day after On-campus Classes begin
- 50% refund before the eleventh calendar day after On-campus Classes begin

### Meal Plans:

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

## UPDATING ADDRESSES AND PERSONAL INFORMATION

Students and former students of Hinds Community College can update their addresses and personal information with the College at any time. Those who have access to the student portal can log in to their My.Hinds account user profile using their My.Hinds login and update their information under Account Preferences. Those who do not have access to the My.Hinds portal can obtain the Personal Information Update form in the Office of Admissions at any Hinds location. This form must be completed fully and returned to the Office of Admissions. Forms may be returned in any of the following ways:

- Mailed to: PO Box 1100, Raymond, MS 39154
- Emailed to: records@hindsc.edu
- Faxed to: 601.857.3539
- Brought in person to any Admissions location at any Hinds Community College location

## FINANCIAL AID

### GENERAL REQUIREMENTS

Financial aid is provided to students who have met admission requirements of the college and is to be used for educational purposes. For the student to be eligible to continue receiving Federal financial aid, he/she must file a yearly Free Application for Federal Student Aid (FAFSA). In order to receive financial aid from any Federal Student Aid Program, Mississippi State Aid Program, or Hinds Community College Scholarship, must make satisfactory progress in his/ her program of study according to Hinds Community College's Policy for Satisfactory Academic Progress (SAP). A student who has an Unsatisfactory SAP status, is in default on a student loan or owes a Federal overpayment is not eligible for Federal, State, or Institutional financial aid. Funds for financial aid come from Federal Government Programs, Hinds Community College, the State of Mississippi, individuals, and local civic organizations. The amount of money available for each award year depends upon the amount of money made available for the institution from these sources.

Students without a high school diploma (i.e. occupational diploma) or equivalent (GED®, HiSet, or TACS®) are welcome to enroll in career/ tech programs once admission requirements are met. Federal financial aid may be available to students who complete the "ability to benefit" requirements for career pathway programs. Students who are still in high school and take dual enrollment/dual credit classes are not eligible for financial aid.

### HOW TO APPLY

To be considered for any type of financial aid listed below, students must complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The Office of Financial Aid will electronically receive the results of the FAFSA approximately three to five days after the student files, provided Hinds' Title IV school code, 002407, was submitted on the FAFSA. The student will be notified by mail/email if any additional documents are required. Financial aid will be awarded to each student based on the individual's need. Each student is considered for all types of aid and awarded accordingly. Early filing of FAFSA will insure sufficient time to study the needs of each student in order to receive priority consideration.

### RETURN TO TITLE IV FUNDS POLICY

Special rules apply when students withdraw from classes after receiving Title IV financial aid funds from any of the following federal programs:

- Federal Pell Grant (PELL)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- \*William D. Ford Direct Loan Program (Subsidized and Unsubsidized Loans)
- Federal PLUS Loan (borrowed on the student's behalf)

The Higher Education Amendments of 1998 define "Withdrawals" as failure to complete the period of attendance for which federal aid eligibility was based and "Unofficial Withdrawals" as when students simply stop attending class. Therefore, this policy affects not only those students who complete the formal withdrawal process, but also those students who simply stop attending classes. In either case, when a recipient of Title IV financial aid funds ceases attendance during a term, the College must calculate how much aid was earned and unearned by the student.

These rules are federally mandated and the amount of aid a student has earned for the enrollment period is based on the length of time the student remained enrolled for that period. If a student withdraws on or before the 60% point of the enrollment period, the student may not have earned all of the financial aid that they received. Excess financial aid funds must be returned to Title IV within 45 days of the date the school determined that the student withdrew. A student who remains enrolled beyond the 60% point of the enrollment period has earned 100% of the federal grant aid for that period. Hinds Community College will return all unearned Title IV financial aid funds to the Department of Education. The amount of returned funds will be charged back to the student's college account in the Business Office. Funds will be returned to the applicable Title IV financial aid programs in the following order:

1. Federal Unsubsidized Loan
2. Subsidized Loan



3. PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

All withdrawals (official and unofficial) are determined by the institution utilizing a routine report that identifies all Title IV financial aid recipients that have received a grade of WF or WP. The Return to Title IV calculation will be completed using the student's last date of attendance in all classes. After this calculation has been completed, the student may be entitled to a post-withdrawal disbursement which must be sent to the student within 45 days of the date the school determined the student withdrew. This type of disbursement is received after the student has withdrawn from school but has earned a greater percentage of aid than has been disbursed to them.

\*Students must be enrolled and attending at least six (6) semester hours in order to receive a loan disbursement.

## FEDERAL PROGRAMS

TYPE:	<b>FEDERAL PELL GRANT</b>
DESCRIPTION:	\$650 to \$6,495 per year. Non-repayable if student continues enrollment beyond 60% of the enrollment period. For eligible applicants. Awards are calculated based on the number of hours that a student enrolls in and attends. To qualify for a full time award, students must enroll in and attend at least twelve (12) credit hours each semester.
ELIGIBILITY:	Undergraduates only without a Bachelor's degree.
REQUIRED FORMS:	FAFSA results and other documents as required.

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TYPE:	<b>FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)</b>
DESCRIPTION:	At least \$100 per year. Non-repayable.
ELIGIBILITY:	Must be Pell eligible. Awards are based on the availability of funds.
REQUIRED FORMS:	FAFSA results.

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TYPE:	<b>FEDERAL COLLEGE WORK-STUDY (FWS)/COMMUNITY SERVICE</b>
DESCRIPTION:	Average 12 hours per week. Wages are competitive with other local employment opportunities.
ELIGIBILITY:	Undergraduates with demonstrated need and based on availability of funds.
REQUIRED FORMS:	FAFSA results and Hinds Community College Work-Study Application.

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TYPE:	<b>WILLIAM D. FORD DIRECT LOAN PROGRAM</b>
DESCRIPTION:	(Subsidized and Unsubsidized) Amounts vary according to student's eligibility. Variable interest rate. Repayment begins 6 months after ceasing to be at least a half-time student (minimum of 6 semester hours).
ELIGIBILITY:	Undergraduates with financial need. Loans are based on the cost of attendance, student need, and annual and aggregate loan limits.
REQUIRED FORMS:	FAFSA results, Master Promissory Note and Entrance Counseling (found at <a href="http://www.studentaid.gov">www.studentaid.gov</a> ).

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TYPE:	<b>PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)</b>
DESCRIPTION:	Maximum varies per student. Parents of Hinds Community College students. Variable interest rate can apply.
ELIGIBILITY:	Based on the cost of attendance and amount of financial aid awarded.
REQUIRED FORMS:	FAFSA results, PLUS Application and Master Promissory Note (found at <a href="http://www.studentaid.gov">www.studentaid.gov</a> ).

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**LOAN LIMITS**

The maximum amount you can borrow each year in Direct Subsidized and Unsubsidized Loans depends on your academic level and on whether you are a dependent student or an independent student. The following table shows the maximum amount of money you may borrow each academic year in the Direct Subsidized and Unsubsidized.

Year	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)
1st - Year Undergraduate	\$5,500—No more than \$3,500 of this amount may be in subsidized loans.	\$9,500—No more than \$3,500 of this amount may be in subsidized loans.
2nd - Year Undergraduate	\$6,500—No more than \$4,500 of this amount may be in subsidized loans.	\$10,500—No more than \$4,500 of this amount may be in subsidized loans.
Aggregate Limits	\$31,000—No more than \$23,000 of this amount may be in subsidized loans.	\$57,500—No more than \$23,000 of this amount may be in subsidized loans.

## STATE PROGRAMS\*

TYPE:	<b>MISSISSIPPI TUITION ASSISTANCE GRANT (MTAG)</b>
DESCRIPTION:	Up to \$500 per year for Freshmen and Sophomores.
ELIGIBILITY:	Undergraduates only. Mississippi resident for (1) year prior to enrollment in college. High school graduate. Initial applicant: 15 ACT, 2.5 high school GPA, 2.5 college cumulative GPA for renewal. Must not be eligible for full Pell Grant. Must seek AA or AAS degree or Career or Technical Certificate.
REQUIRED FORMS:	MTAG/MESG Applications, Call: 601.432.6997 or visit website at <a href="http://www.msfinancialaid.org">www.msfinancialaid.org</a> .
DEADLINE:	Before September 15.
<hr/>	
TYPE:	<b>MISSISSIPPI EMINENT SCHOLARS GRANT (MESG)</b>
DESCRIPTION:	To cover tuition and mandatory fees.
ELIGIBILITY:	Freshmen only. High school graduate and Mississippi resident for one year prior to enrollment in college. Semifinalist or finalist for National Merit or National Achievement Scholarship programs and 3.5 high school GPA; or ACT score of 29 and 3.5 high school GPA. Recipients must maintain a 3.5 cumulative GPA.
REQUIRED FORMS:	MESG Applications, Call: 601.432.6997 or visit website at <a href="http://www.msfinancialaid.org">www.msfinancialaid.org</a> .
DEADLINE:	Before September 15.
<hr/>	
TYPE:	<b>HIGHER EDUCATION LEGISLATIVE PLAN FOR NEEDY STUDENTS (HELP)</b>
DESCRIPTION:	Tuition and fees at a public institution (or equivalent amount at private); Max 10 semesters/15 trimesters
INITIAL ELIGIBILITY REQUIREMENTS:	Cumulative 2.5 GPA, 20 ACT (national testing); Must complete specific HELP Core Curriculum; Must complete the FAFSA (can be full Pell-eligible); Must provide evidence of annual family adjusted gross income; Mississippi resident; full-time enrollment at eligible Mississippi institution
REQUIRED FORMS:	HELP Application
DEADLINES:	Call: 601.432.6997 or visit website at <a href="http://www.msfinancialaid.org">www.msfinancialaid.org</a> Online application deadline: March 31; supporting document deadline: April 30
<hr/>	
TYPE:	<b>HINDS COMMUNITY COLLEGE WORK-STUDY PROGRAM</b>
DESCRIPTION:	Average 12 hours per week. Wages are competitive with other local employment opportunities.
ELIGIBILITY:	Undergraduates with demonstrated need based on the availability of funds.
REQUIRED FORMS:	FAFSA results, Hinds Community College Work-study Application.

\* Must remain in a minimum of 15 semester hours to retain aid from State Programs.

POLICY ON SATISFACTORY ACADEMIC PROGRESS FOR RECIPIENTS OF FEDERALLY FUNDED FINANCIAL AID

Hinds Community College is required by federal regulations to establish minimum standards of satisfactory academic progress (SAP) to determine a student’s eligibility for the following Title IV Federal Financial Aid programs:

- Federal Pell Grant (PELL)
- William D. Ford Direct Loan Program (SUB & UNSUB)
- Parent PLUS Loan (PLUS)
- Federal College Work-Study (FWS)
- Federal Supplemental Educational Opportunity Grant (FSEOG)

Hinds Community College has determined that all students will fall under the same Satisfactory Academic Progress Policy.

To receive and maintain federal financial assistance, students must make satisfactory progress toward the completion of an eligible academic or career-technical program of study. The following policy is in compliance with the federal guidelines for Satisfactory Academic Progress:

1. A student must pass 2/3 of cumulative semester hours attempted. This includes withdrawn and repeated class hours.

	SEMESTER HOURS ATTEMPTED												
	1	2-3	4	5-6	7	8-9	10	11-12	13	14-15	16	17-18	19
Hours to Pass	1 Hr	2 Hr	3 Hr	4 Hr	5 Hr	6 Hr	7 Hr	8 Hr	9 Hr	10 Hr	11 Hr	12 Hr	13 Hr
	20-21	22	23-24	25	26-27	28	29-30	31	32-33	34	35-36	37	38-39
Hours to Pass	14 Hr	15 Hr	16 Hr	17 Hr	18 Hr	19 Hr	20 Hr	21 Hr	22 Hr	23 Hr	24 Hr	25 Hr	26 Hr
	40	41-42	43	44-45	46	47-48	49	50-51	52	53-54	55	56-57	58
Hours to Pass	27 Hr	28 Hr	29 Hr	30 Hr	31 Hr	32 Hr	33 Hr	34 Hr	35 Hr	36 Hr	37 Hr	38 Hr	39 Hr
	59-60	61	62-63	64	65-66	67	68-69	70	71-72	73	74-75	76	77-78
Hours to Pass	40 Hr	41 Hr	42 Hr	43 Hr	44 Hr	45 Hr	46 Hr	47 Hr	48 Hr	49 Hr	50 Hr	51 Hr	52 Hr
	79	80-81	82	83-84	85	86-87	88	89-90	91	92-93			
Hours to Pass	53 Hr	54 Hr	55 Hr	56 Hr	57 Hr	58 Hr	59 Hr	60 Hr	61 Hr	62 Hr			

2. A student must also maintain a minimum cumulative grade point average (GPA) based on semesters attempted as outlined in the chart below.

Cumulative semesters attempted (full or part-time)	1st	2nd	3+
Minimum Cumulative Grade Point Average	1.75	1.85	2.00

3. A student receiving financial aid is expected to complete his/her program of study within a time frame not to exceed 150% of the published length of that program. Based on a standard 62 semester hour AA or AAS degree program of study, 93 semester hours is the maximum number of hours for the 150% rule.

- I. **Status Review and Notification:** At the end of each semester, including summer, the Office of Financial Aid will notify in writing a student who fails to meet conditions 1 and/or 2 above that they are on financial aid warning status. A student placed on financial aid warning will be able to receive financial aid. The written notice will serve as a notice to a student that failure to meet the above conditions during the warning semesters will result in an unsatisfactory financial aid status. There is no warning status/semester for condition 3. A student placed on financial aid unsatisfactory progress (suspension) will be unable to receive financial aid. Students who are in an unsatisfactory financial aid status will be notified in writing. A student may re-establish his/her eligibility to receive financial aid by attending school, paying his/her own fees without financial aid and meeting conditions 1 and 2 above. A student who fails condition 3 may re-establish eligibility by completing the program or, in some instances, beginning a new program.

**II. Withdrawals, Repeated, Remedial, Non-Credit, and Incomplete Courses:**

- “W’s” will be counted in evaluating the number of semester hours attempted for the purpose of determining eligibility to receive financial aid. “W’s” will not be used in calculating a student’s grade point average (GPA).
- A student will be allowed to repeat a course according to the policies stated in the College Catalog; however, all repeated courses will be included in total hours attempted and GPA for the purpose of determining eligibility to receive financial aid.
- Semester hours for remedial/developmental courses will not be recorded as hours attempted. Non-credit courses will not be counted in hours attempted.
- An incomplete (I) grade will have the same effect as a failing (F) grade when calculating quality points and hours attempted.
- Remedial courses will be included in the calculation of a student’s grade point average (GPA).

**III. Clock hour Programs:** Satisfactory academic progress is measured at the end of each payment period to determine if a student is eligible for a subsequent Title IV payment. Clock hour programs must adhere to the same 2/3 cumulative completion rate as the credit hour programs and are subject to the 150% time frame in that a 1500 hour program generally takes 14 months to complete so Hinds Community College may allow 21 months for completion.

**IV. Changing Majors:** A student who has changed majors or has completed one program and begun another, may contact the Financial Aid office in writing and the academic progress can be reset to include only those credits and grades that count toward the requirements of the new major. No student may have this reset more than two times unless a written request is approved by the Financial Aid Director. Students regaining Title IV eligibility after changing programs will have a restriction placed on their approved class schedule in their new program of study. Changes to their class schedule (dropping or adding classes) must have prior approval from the Office of Financial Aid as these changes could impact their financial aid eligibility. Students should contact the Financial Aid Advisor for Appeals prior to making changes to their class schedule.

**V. Time Frame:** Students attempting 150% of the hours in a program are no longer eligible for financial aid in that program unless an appeal has been approved.

**VI. Transfer Students:** A student transferring to Hinds Community College from another college shall be assumed to have maintained satisfactory academic progress at his/her previous college. Hours transferred from previously attended colleges and accepted by Hinds Community College will be posted to the student’s transcript by the Office of Admissions and Records after the student has completed at least 12 semester hours at Hinds. Credit hours transferred from a previous college will be counted toward the attempted and completed hours. If transfer credits do not apply toward the current program of study, the student may contact Financial Aid in writing to have this re-evaluated.

**VII. Grade Changes:** The Office of Admissions and Records will notify the Financial Aid Office of any grade/enrollment changes posted subsequent to the SAP process.

**VIII. Unsatisfactory Status Appeals Process:** In extenuating circumstances such as personal illness or illness/ death of an immediate family member or legal guardian, a student may appeal an unsatisfactory financial aid status by submitting a written Letter of Appeal form to Financial Aid-Appeals Office at the Raymond campus. For convenience, the student may submit the form (and accompanying information) to the Dean of Students Office/ Campus Dean at any location.

An appeal must contain the following information:

- A written plan for success listing required courses to take. This information may be found through My.Hinds, the online College Catalog, a transfer/articulation guide, or a Hinds counselor or through My.Hindscc.edu at: <http://www.hindscc.edu>
- A written explanation stating the reason the student failed to have satisfactory scholastic progress in any semesters in which the student earned F’s, I’s or withdrawals.

- Documentation for any extenuating circumstances listed in the appeal. (Letter from medical doctor or legal document)
- An explanation of what has changed in the student's circumstances that will allow them to succeed.

Each appeal will be considered on its own merit. The Financial Aid Appeals Committee will review the appeal and respond to the student within 30 working days. Appeals are limited to one per student except in extreme extenuating circumstances. Appeals will be granted for one semester only and the student will be reviewed for satisfactory academic progress before being granted financial aid for additional semesters. A student with an approved appeal will be placed on probation status. If the appeal is denied, the student may appeal to the Associate Vice President of Student Services. This step is the final step in the appeals process. Students regaining Title IV eligibility after their appeal is approved will have a restriction placed on their approved class schedule. Changes to their class schedule (dropping or adding classes) must have prior approval from the Office of Financial Aid as these changes could impact their financial aid eligibility. Students should contact the Financial Aid Advisor for Appeals prior to making changes to their class schedule.

## **HINDS COMMUNITY COLLEGE SCHOLARSHIP POLICIES**

The following policies have been established for administering all Hinds Community College and Foundation Scholarships. Specific scholarships may have additional requirements.

### **Eligibility Criteria**

1. Have a standard high school diploma or high school equivalency diploma (GED®, HiSET or TASC)
2. Submit all admission documents to Hinds Community College
3. Be currently admitted to Hinds Community College
4. Must not have an unsatisfactory academic progress status

### **Requirements for students to receive Hinds Community College and Foundation Scholarships**

1. Satisfy the requirements for the specific Hinds Community College scholarship.
2. Enroll in and be marked present in a minimum of 15 credit hours. Presence must be recorded after the drop/add period for the student to be considered enrolled in 15 or more hours. Please note: scholarship funds for the current semester and following semesters will be forfeited if students do not enroll in and have their presence recorded in 15 or more hours after the drop/add period.
3. Submit a Payment and Policy Notification form to the Office of Financial Aid. The form may be accessed within My.Hinds.

### **Requirements for students to retain Hinds Community College and Foundation Scholarships**

1. Must successfully complete 12 or more credit hours during the semester in which the student is receiving the scholarship.
2. Must maintain the cumulative grade point average required by the individual department awarding the scholarship. A cumulative GPA includes all credit hours attempted at Hinds Community College, including credit hours while dual enrolled.
3. Any student who does not complete all of the requirement to retain their award will forfeit his/her scholarship for future semesters unless an appeal is filed with and approved by the appropriate person. (See list below). In these instances, students will not be required to pay back any tuition portion of their scholarship and no refunds will be issued to these students.
4. Scholarships can be awarded for no more than four semesters unless prior approval is granted. However, the amount, as well as, the number of semesters a scholarship may be awarded may vary and is determined by each department.
5. Students receiving scholarships must attend Hinds CC in consecutive fall/spring semesters. (Exceptions to this requirement: students participating in the Cooperative Job Program must get special permission from the District Scholarship Committee to continue their scholarship when they are working alternate semesters.)

### **Awarding of Hinds Community College and Foundation scholarships**

- Scholarship awards will be applied to the student's account, providing all admission requirements have been met and student does not have an unsatisfactory academic progress status.

- The appropriate award amount will begin transmitting to the eligible student's account 10 days prior to the first day of classes to pay tuition and fees, unless otherwise stipulated by the department granting the award.
- If students have grants and scholarships in amounts greater than the total charges, the remaining amount will be refunded to the students' account according to the disbursement schedule published by the Financial Aid Office, providing the student maintains their enrollment during the semester in which the scholarship is awarded. Students should review their My.Hinds self-service account periodically to view their charges and awards.

### **General Information**

- The amount, as well as, the number of semesters a scholarship may be awarded may vary and is determined by each department.
- Scholarship awards will not exceed the allowable cost of attendance determined by the College. The Financial Aid Office has the authority to reduce the amount of a scholarship, if necessary, to follow federal awarding guidelines.
- Failure to meet all policies will result in forfeiture of the scholarship. There is no probationary semester.
- Students suspended/expelled from the College because of a student conduct action will forfeit their scholarship and eligibility for future scholarships.
- Students will be assessed additional fees for enrolling in 22 or more hours in a semester. Scholarship calculations that are based on tuition will not cover additional required fees.
- No institutional scholarship funds may be awarded for scholarships in the summer. (Exception to this requirement is the High School Equivalency Diploma First Class Free Award.) Any exception must be approved by the President of the College.

### **Appeal Process:**

1. Any student who does not meet all stated criteria to receive and retain a scholarship will forfeit the award.
2. A student may appeal the forfeiture of a scholarship based on the following:
  - Cumulative grade point average
  - Hours enrolled in and hours completed
  - Satisfactory Academic Progress
3. If a student wishes to appeal the loss of a scholarship, the student may submit a written letter of appeal to the appropriate department or committee (see list below) only within 30 days of the end of the semester in which the scholarship was forfeited. There is no probationary period for the loss of a scholarship and no scholarships are reinstated by a new GPA achieved at a later date.
4. The letter of appeal must be written and submitted by the student and should include all information related to the loss of the scholarship, a plan for successful degree completion, and additional supporting documentation that the student deems necessary.
5. If an appeal is denied by the awarding department, the student may submit a second appeal to the District Scholarship Committee, appointed by the College president. However, Foundation Scholarship appeal decisions made by the Foundation Scholarship Committee are final and may not be submitted to the District Scholarship Committee.

### **Scholarship Departments and individuals responsible for specific scholarships and for the appeals of each scholarship:**

- \*ACT Scholarships - District Scholarship Committee Chairperson - Fountain Hall, Raymond
- Art - Art Department Chairperson - Katherine Denton Hall, Raymond
- Athletics and Cheerleading - Athletic Director - Mayo Field House, Raymond
- Band - Band Director - Vashti Underwood Muse Band Hall, Raymond
- \*Career/Technical - District Scholarship Committee Chairperson - Fountain Hall, Raymond
- Choir - Choir Director - Reeves Hall, Raymond or Bobby G. Cooper Fine Arts Building, Utica
- \*Foundation - Foundation Scholarship Committee Chairperson - Fountain Hall, Raymond
- \*High School Equivalency Diploma Scholarship - District Scholarship Committee Chairperson - Fountain Hall, Raymond



- Hi-Steppers - Hi-Stepper Director - Bee Hall, Raymond
- Honors - Honors Institute Dean - Jenkins Hall, Raymond
- Music/Music Industry - Music Department Chair - Reeves Hall, Raymond
- Utica Minority Scholarship - Dean of Students - Walter Washington Hall, Utica
- Utica Cheer/Dance Scholarship - Cheer/Dance Sponsor, George Barnes Technology Building Utica
- \*Valedictorian/Salutatorian Scholarship-District Scholarship Committee Chairperson- Fountain Hall, Raymond

\* See additional information in the specific scholarship sections.

For information on scholarships not listed above, students should contact the Financial Aid Office at 601.857.3223.

## **Hinds Community College Foundation Scholarships**

The Hinds Community College Foundation makes over 500 scholarship awards each year. Foundation Scholarships are awarded for fall and spring semesters only. Foundation Scholarship recipients are selected on a competitive basis and are considered for selection based on classroom excellence, involvement in extracurricular activities, financial need, desire for achievement, and letters of recommendation. Criteria vary per Foundation scholarship.

Unless otherwise indicated, scholarships are awarded to full-time students who enroll in a minimum of 15 credit hours by the end of the drop/add period for the semester in which they are enrolled. The minimum grade point average varies per Foundation Scholarship but no scholarship is awarded with less than a 2.0 cumulative grade point average.

Students wishing to be considered for scholarships on the basis of financial need should have the results of their Free Application for Federal Student Aid (FAFSA) sent to Hinds CC prior to the February 15 Foundation Scholarship deadline.

Students should not apply for a particular Foundation scholarship. Completed Foundation Scholarship applications that are submitted by the deadline will be considered for any Foundation Scholarships that are applicable to that particular student. The deadline to apply and submit all requirements is February 15. Awards are generally made in April or May. Scholarship recipients are selected by the Foundation Scholarship Committee, which is appointed annually by the President of the College. Students selected for a Foundation Scholarship will receive a scholarship award packet which includes an award letter, acceptance form, and the specific scholarship criteria.

### **Foundation Scholarship Application Requirements**

In order to be considered for a Foundation Scholarship, the following items must be submitted to the Office of Enrollment Services on the Raymond Campus no later than February 15:

1. Application for admission to Hinds Community College. Apply online at [www.hindscc.edu](http://www.hindscc.edu).
2. Application for Foundation Apply online at [www.hindscc.edu/foundation](http://www.hindscc.edu/foundation) scholarships.
3. Two letters of recommendation from individuals representing school, church, community, civic, work, etc. It is the student's responsibility to make sure their recommendations have been submitted to the Office of Enrollment Services by February 15. A standard recommendation form may be used and can be [www.hindscc.edu/foundation](http://www.hindscc.edu/foundation) scholarships.
4. A typed resume, which includes a list of achievements, honors, extracurricular activities, etc.
5. A copy of high school transcript or equivalency diploma transcript or college transcripts, if applicable transcripts submitted for Foundation Scholarship purposes may be unofficial and will not be used for admission purposes. Transcripts should include a current cumulative grade point average of 2.0 or above. If GPA is not listed on an in-progress high school transcript, you must submit a signed High School GPA Verification Form verifying a high school GPA of 2.0 or above. To access the GPA Verification Form, visit [www.hindscc.edu/foundation](http://www.hindscc.edu/foundation) scholarships.
6. ACT scores (or High School Equivalency Diploma scores, if applicable).

### **How to Submit Scholarship Requirements**

The Application for Admission and Application for Foundation Scholarship must be submitted online. All other scholarship requirements may be submitted in one of these ways:

1. By email to [scholarships@hindscc.edu](mailto:scholarships@hindscc.edu)

2. By mail to Hinds Community, Foundation Scholarships, PO Box 1100, Raymond, MS 39154
3. Hand-delivered to the Enrollment Services Office in Fountain Hall on the Raymond Campus.

Please note: all requirements must be submitted by February 15th for consideration. Incomplete application packets will not be considered for awards.

#### **Requirements for students to receive Hinds Community College Foundation Scholarships:\***

Upon a Foundation Scholarship offer, the student must submit the following before the scholarship will be awarded:

1. Students must sign and return an acceptance form and write a thank-you letter to the scholarship sponsor(s). Any scholarship recipient who fails to accept his/her Foundation Scholarship, in writing, by the stated deadline in his/her award letter will forfeit the scholarship.
2. Enroll in and be marked present in a minimum of 15 credit hours every semester unless otherwise stipulated by specific Foundation Scholarship criteria. Presence must be recorded after the drop/add period for the student to be considered enrolled in 15 or more hours. Please note: Scholarship funds for the current semester and following semesters will be forfeited if students do not enroll in and have their presence recorded in 15 or more hours
3. Submit a Payment and Policy Notification form to the Office of Financial Aid. The form may be accessed within My.Hinds.

#### **Requirements for students to retain Hinds Community College Foundation scholarships**

1. Must attend the Scholarship Recognition Program each year they receive a Foundation Scholarship. Failure to attend will result in forfeiting the scholarship for the current semester and future semesters, unless prior approval is granted by the Executive Director of the Foundation.
2. Must successfully complete 12 or more credit hours during the semester in which the student is receiving the scholarship.
3. Must maintain the required cumulative grade point average required for their particular scholarship. A cumulative GPA includes all credit hours attempted at Hinds Community College, including credit hours while dual enrolled.
4. A student receiving a Foundation Scholarship designated for a certain major or campus location will forfeit that scholarship if he/she changes majors or campus locations.
5. Any student who does not complete all of the requirements to retain their award will forfeit his/her scholarship for future semesters unless an appeal is filed with and approved by the Foundation Scholarship Committee. However, some scholarships are awarded only by semester. There is no probationary period after a scholarship forfeiture, and scholarships are not reinstated if a higher GPA is established in a future semester.

#### **Awarding of Hinds Community College Foundation Scholarships**

- The award as well as the number of semesters a scholarship will be awarded may vary.
- Scholarship awards will be applied to the student's account providing all admission requirements have been met and student does not have an unsatisfactory academic progress status.
- The appropriate award amount will begin transmitting to the eligible students' account 10 days prior to the first day of classes to pay tuition and fees, unless otherwise stipulated by the department granting the award.
- If students have grants and scholarships in amounts greater than the total charges, the remaining amount will be refunded to the students' account according to the disbursement schedule published by the Financial Aid Office, providing the student maintains their enrollment during the semester in which the scholarship is awarded. Students should review their My.Hinds self-service account periodically to view their charges and awards.
- Students are eligible to reapply for a Foundation Scholarship for future semesters.

\* Foundation Scholarship recipients must also abide by the Hinds Community College Scholarship policies. For additional information, please call 601.857.3744.

## ACT Scholarships

Hinds Community College is proud to offer the following ACT scholarships to eligible first-time freshmen:

Scholarship Name	Required Composite or Superscore	Amount of Award
Faculty Scholarship	ACT 21-24	\$1,000 per semester
Deans Scholarship	ACT 25-28	\$1,500 per semester
Presidential Scholarship	ACT 29-above	\$3,000 per semester

### Deadline:

The deadline to qualify for the ACT Scholarship is the first day of classes for the semester in which the student enrolls as a first-time entering freshman. No additional scholarship application is required. Students who meet the criteria below by the deadline will automatically be awarded.

### Criteria to be eligible to receive an ACT scholarship:

1. Be admitted to the college as an in-state student
2. Have a standard high school diploma or high school equivalency diploma (GED®, HiSET, or TASC)
3. Have an official ACT composite score or superscore of 21 or above on file in the Office of Admissions by the deadline. A superscore is the average of a student's highest sub scores in each of the four subject areas from all of their ACT attempts. It is the student's responsibility to submit an official ACT composite score of 21 or above or to submit all official ACT scores if they wish to be considered for the scholarship based on a superscore.
4. Be a first-time entering freshman (Hinds must be the first college you attend after receiving your high school diploma or equivalency diploma. Please note: students may not receive both the ACT and the High School Equivalency Diploma scholarship.) Students are still eligible for an ACT scholarship if they:
  - Attended summer school prior to enrolling at Hinds CC as a full-time student
  - Participated in dual enrollment/dual credit classes before receiving a high school diploma or equivalency diploma

### Requirements for students to receive the ACT Scholarship\*:

1. Enroll in and be marked present in a minimum of 15 credit hours every semester. Presence must be recorded after the drop/add period for the student to be considered enrolled in 15 or more hours. Please note: Scholarship funds for the current semester and following semesters will be forfeited if students do not enroll in and have their presence recorded in 15 or more hours after the drop/add period.
2. Submit a Payment and Policy Notification form to the Office of Financial Aid. The form may be accessed within My.Hinds

### Requirements for students to retain the ACT Scholarship:

1. Must successfully complete 12 or more credit hours during the semester in which the student is receiving the scholarship.
2. Must maintain a cumulative grade point average of 3.0 or above. A cumulative GPA includes all credit hours attempted at Hinds Community College, including credit hours while dual enrolled.
3. Students who do not meet all of the requirements to retain their ACT Scholarship may appeal a scholarship forfeiture according to the Hinds Community College Scholarship Policy (see Appeals section). Appeals are only considered within 30 days of forfeiture. There is no probationary period for the loss of a scholarship and no scholarships are reinstated by a new GPA achieved at a later date

### Awarding of ACT scholarships:

- The scholarship award amount is based on the official ACT scores on file in the Office of Admissions by the deadline.

- Scholarship award amounts cannot be changed by submitting new or additional scores after the deadline.
- ACT Scholarships are awarded for four consecutive fall/spring semesters. (ACT scholarships do not cover summer terms)
- Once all criteria (shown above) are met, eligible recipients will be awarded this scholarship automatically.
- The appropriate award amount will begin transmitting to the eligible students' account 10 days prior to the first day of classes to pay tuition and fees, unless otherwise stipulated by the department granting the award.
- If students have grants and scholarships in amounts greater than the total charges, the remaining amount will be refunded to the students' account according to the disbursement schedule published by the Financial Aid Office, providing the student maintains their enrollment during the semester in which the scholarship is awarded. Students should review their My.Hinds self-service account periodically to view their charges and awards.

### **ACT Scholarship Summer Award Request:**

1. ACT Scholarships are not awarded in summer terms unless an exception is made by the President. If funds are available, exceptions may be made on an individual basis for students who may benefit from taking summer term classes within their program of study.
2. Currently enrolled Hinds students who have already been awarded the ACT scholarship for at least one fall or spring term, who have maintained all scholarship requirements to retain their award, and who have at least one semester remaining of future scholarship eligibility may be allowed to submit a Summer Award Request. Students who are eligible to receive the ACT scholarship as incoming freshmen but have not yet attended Hinds for a full fall or spring term after high school graduation do not qualify to submit a Summer Award Request.
3. Current ACT Scholarship recipients who qualify to apply for a Summer Award Request will be notified via their Hinds email account in the spring semester before summer registration begins.
4. The Summer Award Request Form must be submitted to the District Scholarship Committee before the first day of summer term classes. No late applications will be considered.
5. Summer Award Requests will be considered by the committee on an individual basis and will take into consideration factors such as the student's program of study, the student's progress toward degree completion, the student's grade point average, and the student's other sources of financial aid.
6. Students will be notified in writing of the decision made by the District Scholarship Committee.
7. For students who receive approval for a summer award, the award amount will be prorated according to the number of hours in which the student enrolls for the summer term:
  - 1-5 credit hours 25% of the student's ACT Scholarship award amount
  - 6-8 credit hours 50% of the student's ACT Scholarship award amount
  - 9-11 credit hours 75% of the student's ACT Scholarship award amount
  - 12+ credit hours 100% of the student's ACT Scholarship award amount

Students who are approved for the ACT Scholarship Summer Award will not receive more money than they were originally awarded upon initial enrollment as a freshman at Hinds. The dollar amount that is awarded in the summer term will be debited against the student's future scholarship award amounts.

\*ACT Scholarship recipients must also abide by the Hinds Community College Scholarship Policies. For more information call 601.857.3502.

### **Valedictorian & Salutatorian Scholarship**

Hinds Community College is proud to offer a full tuition scholarship to graduating seniors who

have been named as Valedictorian or Salutatorian from an accredited high school within the Hinds Community College District.

#### **Criteria to be eligible to receive a Valedictorian or Salutatorian Scholarship**

1. Submit the Valedictorian and Salutatorian Scholarship application found at [www.hindsgcc.edu/scholarships](http://www.hindsgcc.edu/scholarships) by the priority deadline of July 1.
2. Submit an official high school transcript verifying class rank as number one or number two.
3. Be admitted to the college as an in-state student.
4. Be a graduate of an accredited high school within the Hinds Community College District. The Hinds CC District includes high schools located in Hinds, Rankin, Warren, Claiborne, or Copiah County. Accredited high schools include Mississippi public schools and private schools accredited through the Mississippi Association of Independent schools and does not include homeschool associations.
5. Be a first-time entering freshman (Hinds must be the first college you attend after receiving your high school diploma). However, students are still eligible for Valedictorian or Salutatorian Scholarship if they:
  - Attended summer school prior to enrolling at Hinds CC as a full-time student
  - Participated in dual enrollment/ dual credit classes before receiving a high school diploma
6. Have a standard high school diploma.

#### **Requirements for students to receive the Valedictorian or Salutatorian Scholarship**

1. Enroll in and be marked present in a minimum of 15 credit hours every semester. Presence must be recorded after the drop/add period for the student to be considered enrolled in 15 or more hours. Please note: Scholarship funds for the current semester and following semesters will be forfeited if students do not enroll in and have presence recorded in 15 or more hours after the drop/add period.
2. Submit a Payment and Policy Notification form to the Office of Financial Aid. The form may be accessed within My.Hinds

#### **Requirements for students to retain the Valedictorian or Salutatorian Scholarship**

1. Must successfully complete 12 or more credit hours during the semester in which the student is receiving the scholarship.
2. Must maintain a cumulative grade point average of 3.0 or above. A cumulative GPA includes all credit hours attempted at Hinds Community College, including credit hours while dual enrolled.
3. Students who do not meet not all of the requirements to retain their Valedictorian/Salutatorian Scholarship will forfeit the scholarship for future semester. Students may appeal a scholarship forfeiture according to the Hinds Community College Scholarship Policy (see Appeals section). Appeals are only considered within 30 days of forfeiture. There is no probationary period for the loss of a scholarship and no scholarships are reinstated by a new GPA achieved at a later date.

#### **Awarding of the Valedictorian or Salutatorian Scholarship**

1. Priority in awarding this scholarship will be given to applicants who submit all requirements by the priority deadline on July 1st.
2. Valedictorian or Salutatorian Scholarships are awarded for four consecutive fall/spring semesters (does not cover summer school).
3. The award amount will begin transmitting to the student's account 10 days prior to the first day of classes to pay tuition and fees, unless otherwise stipulated by the department granting the award.
4. If students have grants and scholarships in amounts greater than the total charges, the remaining amount will be refunded to the student's account according to the disbursement schedule published by the Financial Aid Office, providing the student maintains their enrollment during the semester in which the scholarship is awarded. Students should review their My.Hinds self-service account periodically to view their charges and rewards.

Valedictorian and Salutatorian Scholarships recipients must also abide by the Hinds Community College Scholarship Policies. For more information, call 601.857.3502

## **Career & Technical Competition Winner Scholarship**

The Career & Technical Competition Winner Scholarship is awarded on a competitive basis to students who place first in a Skills USA, HOSA, FLBLA, DECA, FFA, or TSA competitive event while in high school and wish to continue their education at Hinds in a career or technical program of study. Recipients of this scholarship will be awarded full-tuition for two consecutive semesters (one fall and one spring semester) and must enroll in an approved career and technical program of study at Hinds Community College.

### **Criteria to be eligible to receive a Career & Technical Competition Winner Scholarship\*:**

1. Submit the Application for Career & Technical Scholarship Winner scholarship application at [www.hindsc.edu/scholarships](http://www.hindsc.edu/scholarships) by a priority deadline of July 1.
2. Submit evidence of your first place award in an approved career or technical competitive event on the secondary level.
3. Enroll in an approved career or technical program of study at Hinds Community College.
4. Be admitted to the college as an in-state student.
5. Have a standard high school diploma or high school equivalency diploma (GED®, HiSET®, TASC™, or Mississippi Competency-Based High School Equivalency).
6. Be a first-time entering freshman (Hinds must be the first college you attend after receiving your high school diploma or equivalency diploma. Students are still eligible for an ACT scholarship if they:
  - Attended summer school prior to enrolling at Hinds CC as a full-time student or
  - Participated in dual enrollment/dual credit classes before receiving a high school diploma or equivalency diploma

\*The priority deadline for submitting the scholarship application and its requirements is July 1. If scholarship funds remain after the deadline, awards will be made until funds are exhausted and up until the first day of the fall semester.

### **Requirements for students to receive the Career & Technical Competition Winner Scholarship:**

1. Enroll in an approved career or technical program of study at Hinds Community College.
2. Enroll in and be marked present in a minimum of 15 credit hours every semester. Presence must be recorded after the drop/add period for the student to be considered enrolled in 15 or more hours. Please note: Scholarship funds for the current semester and following semesters will be forfeited if students do not enroll in and have their presence recorded in 15 or more hours after the drop/add period.
3. Submit a Payment and Policy Notification form to the Office of Financial Aid. The form may be accessed within My.Hinds.

### **Requirements for students to retain the Career & Technical Competition Winner Scholarship:**

1. Maintain enrollment in an approved career or technical program of study.
2. Must successfully complete 12 or more credit hours during the semester in which the student is receiving the scholarship.
3. Must maintain a cumulative grade point average of 2.5 or above. A cumulative GPA includes all credit hours attempted at Hinds Community College, including credit hours while dual enrolled.
4. Students who do not meet all of the requirements to retain the Career & Technical Competition Winner Scholarship will forfeit the scholarship. Students may appeal a scholarship forfeiture according to the Hinds Community College Scholarship Policy (see Appeals section). Appeals are only considered within 30 days of forfeiture. There is no probationary period for the loss of a scholarship, and no scholarships are reinstated by a new GPA achieved at a later date.

### **Awarding of Career & Technical Competition Winner Scholarships:**

1. The Career & Technical Competition Winner Scholarship is awarded for two consecutive semesters (one fall and one spring semester) providing the student maintains enrollment in an approved career or technical program of study.
2. Once all criteria (shown above) are met, eligible recipients will be considered for this award and notified in writing if selected as a recipient.



3. The appropriate award amount will begin transmitting to the eligible students' account 10 days prior to the first day of classes.
4. If students have grants and scholarships in amounts greater than the total charges, the remaining amount will be refunded to the students' account according to the disbursement schedule published by the Financial Aid Office, providing the student maintains their enrollment during the semester in which the scholarship is awarded. Students should review their My.Hinds self-service account periodically to view their charges and awards. Students should review their My.Hinds self-service account periodically to view their charges and awards.

For more information, call 601.857.3502.

## **High School Equivalency Scholarships and First College Class Free Award**

There are two scholarship awards for High School Equivalency Diploma Recipients:

1. The High School Equivalency Diploma First College Class Free Award
2. The High School Equivalency Diploma Scholarship

**High School Equivalency Diploma First Class Free Award:** This one-time award allows a new, first-time college student with a High School Equivalency Diploma, to take one, three credit hour class at any of the six Hinds locations or online, free of charge. To receive the First Class Free award, students must:

1. Be admitted to the college as an in-state student.
2. Be 17 years of age or older.
3. Be a first-time entering freshman (Hinds is the first college you attend after receiving your High School Equivalency Diploma).
4. Submit passing scores for an approved high school equivalency diploma: either the GED®, HiSET, or TASC.
5. Submit an application for the High School Equivalency Diploma First Class Free Award to the Office of Admissions. Visit [www.hindscc.edu/scholarships](http://www.hindscc.edu/scholarships).
6. Submit a Payment and Policy Notification form to the Office of Financial Aid. The form may be accessed within My.Hinds.

Please note: High School Equivalency Diploma First Class Free Award may be made in the Summer, Fall or Spring terms and is not renewable. Students receiving the High School Equivalency Diploma Scholarship are not eligible for the First Class Free Award.

**The High School Equivalency Diploma Scholarship:** Qualifying students may receive the High School Equivalency Diploma Scholarship in the amount of \$1,000 per semester.

**Criteria to be eligible to receive a High School Equivalency Diploma scholarship:**

1. Must be admitted to the college as an in-state student.
2. Must be 17 years of age or older.
3. Must be a first-time entering freshman (Hinds is the first college you attend after receiving your high school equivalency diploma). Students are still eligible for a High School Equivalency Diploma scholarship if they:
  - Attended summer school prior to enrolling at Hinds CC as a full-time student
  - Participated in dual enrollment/dual credit classes before receiving the a High School Equivalency Diploma.
  - Participated in an Integrated Career Pathways (MI-BEST) program at Hinds CC
4. Submit a High School Equivalency Diploma Scholarship Application. Visit [www.hindscc.edu/scholarships](http://www.hindscc.edu/scholarships).
5. Submit one of the following official High School Equivalency scores:
  - If the student took the GED® on or before December 31, 2013, a composite score of 577 or higher
  - If the student took the GED® on or after January 1, 2014, a composite score of 640 or higher
  - If the student took the HiSET, a composite score of 75 or above
  - If the student took the TASC, a composite score of 2800 or above
6. Submit a Payment and Policy Notification form to the Office of Financial Aid. The form



may be accessed within My.Hinds

Please note: Students may not receive both the ACT Scholarship and High School Equivalency Diploma Scholarship, and students may not receive both the First Class Free Award and the High School Equivalency Diploma Scholarship.

**Requirements for students to receive the High School Equivalency Diploma Scholarship\*:**

1. Enroll in and be marked present in a minimum of 15 credit hours every semester. Presence must be recorded after the drop/add period for the student to be considered enrolled in 15 or more hours. Please note: Scholarship funds for the current semester and following semesters will be forfeited if students do not enroll in and have their presence recorded in 15 or more hours after the drop/add period

**Requirements for students to retain the High School Equivalency Diploma Scholarship:**

1. Must successfully complete 12 or more credit hours during the semester in which the student is the scholarship.
2. Must maintain a cumulative grade point average of 2.5 or above.
3. Students who do not meet all of the requirements to retain their HSE Diploma Scholarship will forfeit the scholarship for future semesters. Students may appeal a scholastic scholarship forfeiture according to the Hinds Community College Scholarship Policy (see Appeals section). Appeals are only considered within 30 days of forfeiture. There is no probationary period for the loss of a scholarship, and no scholarships are reinstated by a new GPA achieved at a later date.

**Awarding of the High School Equivalency Diploma Scholarship:**

- High School Equivalency Diploma Scholarships are awarded for four consecutive fall/spring semesters. (Does not cover summer terms.)
- The High School Equivalency Diploma Scholarship will not be awarded after the first day of classes.
- The scholarship award amount will begin transmitting to the eligible students' account 10 days prior to the first day of classes to pay tuition and fees, unless otherwise stipulated by the department granting the award.
- If students have grants and scholarships in amounts greater than the total charges, the remaining amount will be refunded to the students' account according to the published disbursement schedule published by the Financial Aid Office. Students should review their My.Hinds self-service account periodically to view their charges and awards.
- High School Equivalency Diploma Scholarship recipients must also abide by the Hinds Community College Scholarship Policies. For more information, call 601.857.3502.

## **VETERANS SERVICES**

The Office of Veterans Services is available to assist all eligible veterans and dependents/spouses in making application for benefits. Academic, technical, and career courses are open (unless otherwise specified in program description) to students in either of the above categories. Every effort is made to facilitate admission into the student's choice of training programs.

For additional information call the Office of Veterans Services 601.857.3226 or 1.800.HINDS CC.

### **ADMISSIONS**

Students who plan to receive veterans benefits must satisfy the college's admission requirements before enrollment certifications can be sent to the Veterans Services Regional Processing Center in Muskogee, OK. In addition, ALL transcripts from schools previously attended must be furnished in order to comply with the Regulations of the Department of Veterans Services.

### **REGISTRATION**

Students receiving veterans' benefits must at all times have a definite program of study and be enrolled in courses leading to completion of the designated program at Hinds Community College. Only these course can be represented on an enrollment certification and calculated towards the student's Rate of Pursuit. Courses that are not required for graduation in the student's specified Program of Study at Hinds Community College will be omitted from the enrollment certification.

Each student must file a certification request with the Office of Veteran Services at the beginning of the enrollment period they intend to use benefits. Certification requests may be submitted electronically on the Hinds Community College website or in certain approved circumstances,

students may submit a paper copy. The only paper copies of the certification request that are deemed approved are those received from a School Certifying Official on the Raymond Campus.

In any case where a student is taking courses outside of his/her PUBLISHED program, it is the responsibility of the student to present the required documentation to have that course accredited to their Rate of Pursuit. Any of these documents will be considered acceptable documentation:

- A copy of the approved course substitution form;
- An official letter signed by the Department Head for the specific program, approving the course to replace a required course that has not yet been completed in the student's Program of Study.
- An official letter signed by an Academic Counselor approving the course towards a student's graduation in his/her declared Program of Study.

Students who are pursuing more than one degree at a time are pursuing dual majors, they must notify the Office of Veteran Services of their intent to pursue multiple degree programs in writing before the start date of classes. The Office of Veteran Services will then review and notify the student whether or not their pursuit is approved by the VA for benefits. Students who do not notify the Office of Veteran Services of their intent to pursue more than one major will only be allowed to use benefits towards the major that is most beneficial for the current semester.

## CREDIT FOR SERVICE TRAINING

Students who served in the Armed Forces are encouraged to have an Official Military transcript sent to the Office of Admissions and Records. Military Transfer Coursework is evaluated and applied based on the same policies that regulate academic transfer credit. Educational work done by veterans while in active service is evaluated and credit given when possible. The recommendation of the American Council on Education in its handbook, Guide to the Evaluation of Educational Experiences in the Armed Services, is used as a guide for the evaluation of all military credit.

## PROBATION AND SUSPENSION

Students receiving veteran's benefits are expected to maintain the same standards of satisfactory progress as all other students receiving financial aid. See **Policy on Satisfactory Scholastic Progress for Recipients of Federally Funded Financial Aid and Veterans Benefits** in this section of the handbook.

Exceptions from the Policy on Satisfactory Scholastic Progress for Recipients of Federally Funded Financial Aid and Veterans Benefits are as follows:

1. "W"s will not be used in calculating the number of semester hours attempted for the purpose of determining eligibility to receive veteran's benefits.
2. Veteran's benefits recipients may attempt additional hours beyond the 93 semester hours allowed in the policy without completing a degree, as long as they are maintaining satisfactory scholastic progress.

*NOTE: Policies stated for veterans comply with regulations 14253, 14277, 14278, Department of Veterans' Affairs.*

## CHANGING ENROLLMENT STATUS

Students receiving veteran's benefits must notify the Office of Veterans Benefits whenever there is a change in their enrollment (i.e. Dropped, withdrawn, canceled added courses.) Students who change their rate of pursuit or class schedule after the start date of classes will be liable for repayment of any resulting overpayments. (See policy below concerning overpayments.)

Once the student's class schedule has been certified to the Veterans' Administration (VA), the Office of Veterans Services will place a restriction on the student's class schedule. Changes to a class schedule after this certification could impact the benefits that the students will receive. Therefore, students receiving benefits must contact the Office of

Veterans Services prior to making any changes to their class schedule (dropping or adding classes) since these changes must be reported to the VA.

## Student Actions That Result in Overpayments

1. Withdrawing from a course or school.
2. Receiving a grade which does not count toward your graduation requirements.
3. Failure to have an incomplete grade changed to a grade which counts toward your graduation requirements.

## **VA Actions Once an Overpayment is Created**

1. Add interest charges and collection fees to your debt.
2. Withhold future benefits and apply them to your debt.
3. Turn your debt over to a private collection agency.
4. File suit in federal court to collect your debt.
5. Withhold approval of your VA home loan guarantee.
6. Collect the debt from your federal income tax refund.

## **Explanation of Mitigating Circumstances**

The law requires that the VA must collect all benefits paid to a beneficiary for a course for which the grade assigned is not used in computing the requirements for graduation including a course from which the beneficiary withdraws, unless there are mitigating circumstances.

This means if you drop a course, unless you can show the Department of Veterans' Services that there are mitigating circumstances, you must return all the money paid to you for pursuit of that course from the start of the term, not merely from the date you dropped the course.

Examples of acceptable mitigating circumstances are prolonged illness, severe illness or death in your immediate family and unscheduled changes in your employment or work schedule. Examples of unacceptable mitigating circumstances include withdrawal to avoid a failing grade, dislike for instructor and too many courses attempted.

*NOTE: Student is required to submit evidence to support reasons before he/she can be accepted by the VA.*

## **Tuition and Fee Overpayments for Chapter 33 Post 9/11**

If a student drops, or is withdrawn from a course before the last day drop/add a course in a term then the appropriated tuition and fees for that course will be sent by the school to the Dept. of Veterans' Affairs.

If a student drops or is withdrawn from a course after the last day to drop/add a course in a term, then it becomes the student's responsibility to pay the appropriated tuition and fees for that course to Hinds Community College.

In the event that Tuition and Fee payments are requested from the school by the Dept. of Veterans' Affairs, the school will bill the student for the amount paid on his/her behalf.

## **COMPLAINT PROCEDURES FOR STUDENTS - INSTRUCTION RELATED**

If a student has a specific complaint about classroom instruction or program procedures/guidelines at the campus he/she is attending, the following steps should be taken. A student has the right to appeal a College decision that he/she believes to have an adverse effect on his/her pursuit of an education or participation in College programs. (For sexual misconduct or student conduct issues, follow appropriate College guidelines as outlined in the Student Handbook or website for student conduct or in Sexual Misconduct Policy).

### **Step 1: Meet with the Instructor.**

The student should discuss the complaint with the person the grievance is addressing--the person closest to the situation (instructor).

### **Step 2: Meet with the department chair/director.**

The student should ask to meet jointly with the instructor and the Department Chairperson/Program Director if the issue has not been resolved in the initial meeting. If the issue is with an online course, email the Distance Learning Department at [distancelearning@hindscc.edu](mailto:distancelearning@hindscc.edu).

### **Step 3: Submit a written complaint to the appropriate dean.**

If not resolved at the first two levels, the student should submit a written complaint including related documentation and remedy sought to the appropriate dean responsible for the department. The dean will confirm that the student has followed the appropriate complaint procedures and sought a resolution. The dean will provide the student with a written decision on the resolution of the complaint within seven (7) business days. If the student wishes to progress to the next step in the process, the student has seven (7) business days to respond.

### **Step 4: Instructional Appeals Committee.**

If the student does not accept the resolution from the dean, he/she may request for a review

of the written complaint to be sent to the Instructional Appeals Committee. The Committee Chairperson will respond to the written request within seven (7) working days. The Committee Chairperson will send a written response to the student filing the complaint. Results will be filed with the instructional dean or e-Learning Dean and he/she shall maintain written instructional student complaints initiated for that campus.

*For complaints violating State law, including laws related to fraud or false advertising, students may follow the State complaint process from the Mississippi Commission on College Accreditation (MCCA) at [http://www.mississippi.edu/mcca/student\\_complaint\\_process.asp](http://www.mississippi.edu/mcca/student_complaint_process.asp). The MCCA will not respond to complaints until the student has exhausted all grievance procedures provided by the institution.*

## **COMPLAINT PROCEDURES FOR STUDENTS - NON INSTRUCTIONAL RELATED**

If a student has a specific complaint about student services or program procedures/guidelines (i.e. Housing, Counseling, Cafeteria, Admissions, Police, etc.) at the campus he/she is attending, the following steps should be taken. A student has the right to appeal a College decision that he/she believes to have an adverse effect on his/her pursuit of an education or participation in College programs. For sexual harassment or student conduct issues, follow appropriate College guidelines as outlined in the Student Handbook.

### **Step 1: Meet with the person with whom the complaint began.**

The student should discuss the complaint with the person the grievance is addressing--the person closest to the situation.

### **Step 2: Meet with the department director (or leader of the department).**

The student should ask to meet jointly with the person with whom the grievance began and the department director (or leader of the department), if the issue has not been resolved in the initial meeting. If the issue is with an online student, email the Distance Learning Department at [distancelearning@hindsc.edu](mailto:distancelearning@hindsc.edu).

### **Step 3: Submit a written complaint to the appropriate dean.**

If not resolved at the first two levels, the student will submit a written complaint including related documentation and remedy sought to the appropriate dean responsible for the department. The dean will confirm that the student has followed the appropriate complaint procedures and sought a resolution. The dean will provide the student with a written decision on the resolution of the complaint within seven business days. If the student wishes to progress to the next step in the process, the student has seven (7) business days to respond.

### **Step 4: Local Student Services Committee.**

If the student does not accept the resolution from the dean, he/she may request a hearing before the local Student Services Committee. The Committee Chairperson will respond to the request for a hearing within seven (7) working days. (Online students may request a video hearing.) Results will be filed with the student services/operating dean and he/she shall maintain written non-instructional student complaints initiated for that campus.

## **HEALTH & INSURANCE SERVICES**

Health Services are available from private practice physicians in each location where Hinds Community College has a campus or center. A list of physicians may be found on line at [www.yellowpages.com](http://www.yellowpages.com) by searching on "physician" and "city, state." The College does not operate a student health service and is not responsible for any medical expenses students may incur. The College police, Hall Director, Director of Housing, Dean of Students, directors (personnel available) will assist a student to gain medical emergency assistance. The student and his/her spouse or parents are responsible for payment of all medical and emergency services provided for the student.

The College may make available the opportunity for students to subscribe to an accident and a health insurance policy. It is the student's and his/her parents' decision to purchase insurance. Application forms can be picked up from the Dean of Students at Raymond, Rankin and Utica, from the Dean's Office at the Academic/Technical Center, Nursing/Allied Health Center and Vicksburg-Warren Campus.

## RECOGNITION AND AWARDS FOR EXCELLENCE

Hinds Community College honors outstanding students through several different awards programs each year.

Sophomores selected to Who's Who Among Students in Community and Junior Colleges are honored at a ceremony held in the fall semester. The Distinguished Student (HEADWAE student) is selected from the Who's Who recipients and is honored at this ceremony by the College and the Mississippi Legislature.

Deans' and President's List Scholars are recognized at a ceremony in the spring for their fall semester grade accomplishments. Deans' and President's List Scholars receive a letter during the summer noting the spring semester grade accomplishments. Deans' and President's List distinction is posted on the student's transcript in the fall and spring. The program, sponsored by the College President and student services employees from all campuses, is held in the spring semester and is coordinated through the Associate Vice President of Student Services Office and the Honors Institute.

During the Deans' and President's Awards Ceremony, outstanding sophomores are honored with the Three E-Awards for Emphasis on Excellence and Enrichment. These outstanding students are recognized for their excellence in academics, scholarship, student activities, and service.

Academic and Career/Technical departments award the distinction of Outstanding Student in a subject area during Awards Day, held in the spring semester. Students are also presented various awards (certificates, medals, ribbons, and trophies) for outstanding achievements and/or accomplishments in all areas of college life.

### Deans' List Scholar

A Deans' List Scholar is a student who has maintained an overall 3.5 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 term quality point average for the semester immediately preceding OR who has earned 3.5-3.99 quality point average on twelve or more semester hours for the semester immediately preceding with a minimum 2.00 overall quality point average.

### President's List Scholar

A President's List 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 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.

## ONLINE SERVICES

<http://www.hindscc.edu>

**Hinds Email, Office365, OneDrive:** These services are free to utilize as long as you are a student at Hinds. Your Hinds email account is the official communication channel from college offices to all students. Office365 gives you access to all Microsoft applications, including Microsoft Word, Powerpoint, and Excel. OneDrive is a file storage service that allows you to sync and share files. Login instructions and other links are provided at the above link, in the orientation course, and on My.Hinds.

**Canvas** is a web-based software system which is used to support flexible teaching and learning in face-to-face and distance courses. It provides tools and facilities for online course management, content management and sharing, assessment management, and online collaboration and communication. Canvas can be utilized for online, face-to-face, or hybrid courses at Hinds Community College. Login instructions are provided at the above link, in the Distance Learning Student Guide, Canvas ([hindscc.instructure.com](http://hindscc.instructure.com)) or the Online Services page on the Hinds Community College website.

**My.Hinds WebAdvisor** is Hinds Community College's web interface that allows the Hinds community and our guests to access specific college information. As a student interested in attending Hinds, you can look at course offerings, check the status of your application, and find other information. For current students, faculty, and staff, WebAdvisor is used to check attendance/notice of absence warnings, grades, search for classes, register online, add/drop classes, Financial

Aid status/awards, and access other information. Some information may be accessed by anyone, such as searching for classes. Other information requires you to log-in with a User ID and password. Login instructions are provided at the above link, in the Orientation course and in this Handbook.

**Library Resources**—Library materials can be found using the Discover@Hinds search box located on the library's homepage <https://libguides.hindscc.edu/home>. Searches can be limited to dates or specific material formats (such as articles, books, ebooks, audiobooks or videos) on the left side of the search results. HindsNet login and password are required for off-campus access to full-text materials.

**EagleOne Alert** - Hinds Community College has six locations spread over five campuses in three counties. Emergency situations except those caused by severe weather are rare. Each campus is a part of the community environment where it's located and problems can arise. The College wants to let students, parents and staff know when there is an emergency on or around campus and what they need to do to be safe. To receive alerts subscribe to <https://www.hindscc.edu/emergency/eagleone-alert>. Subscribers to this service can have alerts sent directly to their cellular device. The cellular number you use to register for EagleOne Alert text messaging will not be published in a directory or used for any other purpose. It will be used for alerts and for periodic testing of the EagleOne Alert system. Emergency plans for each campus are also available on this site.

**Student Finance** provides students with the ability to view their charges, make a payment, set up a payment plan, and print their account statements at any time within a term.

**Hinds Debit Card - Refunds** Before a student receives a refund, any balance owed to the college will be deducted from this amount. Refunds will be made to the refund preference chosen by the student on [refundselection.com](http://refundselection.com).

## STUDENT HOUSING AND RESIDENCE LIFE INFORMATION

### I. REQUIREMENTS FOR CAMPUS HOUSING

Students must meet all of the following requirements for admission to Hinds CC before moving into the residence hall.

- A. Register and maintain 15 or more hours (3 or more hours per summer term. Classes held in a traditional classroom setting must make up at least 75% of semester hours taken during a semester. (3 of every 4 classes must meet in a classroom setting.)
- B. Meal plans are placed on each student's account once they receive a room assignment (Meal plans are required for all students who live in the residence hall). The meal plan cycle is Friday through Thursday of each week.
- C. 2.0 GPA Requirement

Students living in a residence hall must maintain a cumulative grade point average (GPA) of 2.0 or better at Hinds CC.

1. Students that have been previously enrolled at Hinds CC must have a cumulative grade point average of a 2.0 or better at Hinds CC prior to being assigned a residence hall room.
  2. First-time students must earn and maintain a cumulative grade point average of a 2.0 or better at Hinds CC by the end of their first semester of enrollment.
  3. Grades will be checked at mid-term, and those who do not have a 2.0 GPA or better will receive a warning notice. Students who do not have a Hinds CC cumulative grade point average of a 2.0 or better by the end of the semester will not be permitted to live on campus until their Hinds cumulative GPA has improved to a 2.0 or higher or unless their Below GPA appeal is approved.
- D. Students will be required to show proof of payment before checking into the residence hall. All fees are due BEFORE the first day of class. Payment may be proven as listed below:
1. Show proof of full payment with a receipt
  2. Show financial aid award letter for full award and receipt for payment if balance is owed, or proof of first payment on the Hinds CC deferred payment plan.
  3. Have financial aid awarded on the student's account. (Award letter does not guarantee that the aid has been transmitted.)
  4. If proof of payment is not shown by the student on check-in day, the student



will lose his/her room assignment, and the assignment will be given to the next person on the waiting list.

- E. All students who live in student housing must
  1. Attend "Housing Orientation" which consists of a one or two-day session prior to the beginning of the semester.
  2. Attend all required floor meetings.
- G. Students must be at least 17 years of age to live on campus, unless given special permission by the Director of Student Housing and/or Dean of Students.
- H. A conviction for a sex offense will result in the applicant being ineligible for housing. All other felony convictions will be reviewed on a case-by-case basis by the Dean of Students and the Director of Housing. The Dean of Students and the Director of Housing have the discretion to deny on-campus housing to an applicant who has been convicted of a felony, if it appears that the applicant has personal history that presents an unacceptable risk to the residence hall community. Failure to answer and initial the felony question on the student housing application form will result in on-campus housing being denied.

## II. APPLYING FOR CAMPUS HOUSING

- A. Procedure for applying
  1. Complete the online housing application with a **\$50 non-refundable and non-transferrable room reservation fee**.
  2. Commuting students currently enrolled in College and desiring housing accommodations may complete an online housing application by ~~logging into their MyHinds account and clicking on the "ResLife" icon.~~
- B. Procedure for processing

Once the online housing application is complete, along with the \$50.00 non-refundable/non-transferable room reservation fee is received, students will be able to select a room.
- C. Information regarding room assignments, waiting list, and room cancellations.
  1. Students will always have access to their residence hall information once the application is complete; this access will allow students to confirm their room assignment.
  2. Students whose applications are received after the residence halls are filled will be placed on a waiting list and assigned in receipt order as space becomes available.
  3. If an applicant finds it necessary to cancel a room reservation before the first check-in day of the semester, housing and meal fees will be removed from the student's account. The room reservation fee will not be refunded.
- D. Method of processing waiting lists for campus housing
  1. After residence halls have been filled, a waiting list is made by listing applications in the order in which they have been received and dated by the Housing Office.
  2. Students are notified by letter or telephone when a room becomes available for assignment to them.
- E. Method of Cancellation
  1. If an applicant finds it necessary to cancel a room reservation before the first check-in day of the semester, 100% of their housing and meal fees will be removed from the student's account. The room reservation fee will not be refunded.
  2. Students may cancel their housing room assignment by logging into the housing portal and selecting the cancel application. Students may also email [reslife@hindsc.edu](mailto:reslife@hindsc.edu) (Raymond Campus) or [UticaResLife@hindsc.edu](mailto:UticaResLife@hindsc.edu) (Utica Campus) to cancel.
- F. Important Notes Concerning Room Cancellations:
  1. Meals: A student withdrawing from the residence hall during the semester will be refunded pro-rated amount of the total cost of the meal plan. The pro-ration is based on the number of weeks remaining in the semester or term.
  2. Please note that a student may cancel their room reservation with a full refund of housing and meal fees as long as it is canceled before the first check-in day of the semester. However, the room reservation fee will not be refunded.



### III. RESIDENCE HALL CONTRACTUAL OBLIGATIONS

#### A. APPLICATION

##### 1. Application

Application for housing is a separate process from an application to the College. We encourage students to complete both applications early. Receipt of application and room reservation fee is used to establish priority for room assignment purposes. Priority deadline is June 15 for the Fall semester and November 15 for the Spring semester. A final deadline of August 1 and December 15 has been set for the Fall and Spring semesters, respectively. A meal plan is required.

##### 2. Room Reservation Fee

A \$50 non-refundable room reservation fee will be charged for each semester a student applies for housing at Hinds Community College.

3. **REQUIREMENT NOTES:** *Residents in all buildings are required to maintain 15 or more semester hours and a 2.0 cumulative GPA. Students living in honors halls are required to maintain a 3.0 GPA on 12 or more hours and have no student conduct actions. Student living in Allen-Dukes-Whitaker Hall or Riggs-Virden Hall will be required to maintain a 2.5 cumulative GPA on 12 hours or more or have an 18 on the ACT coming out of high school.*

#### B. ASSIGNMENTS

##### 1. Residence Hall and Roommate Preferences

Residence hall and roommate assignments are based on students selecting their preference in the housing portal. Students wishing to be roommates should list each other on their applications using the online student housing portal. Every effort is made to fulfill residence hall and roommate requests; however, they cannot be guaranteed. Students who are not assigned rooms (due to lack of available space) will be placed on a waiting list according to receipt number and will be assigned as soon as space becomes available.

##### 2. Buildings for New and Returning Students

Raymond campus buildings include Allen-Dukes-Whitaker, Hardy-Puryear, Davis, and Marshall for women; Riggs-Virden, Sheffield-Woolley, and Greaves are for men. Pickett Hall is a co-residential residence hall reserved for honor students (based on a Hinds CC 3.0 cumulative grade point average on 12 or more semester hours and must have no student conduct actions). New Students will be considered for Pickett Honors Halls that have an ACT score of 25 or higher and if space is available. New Students that have an ACT score of 18 or higher will be considered for Allen-Dukes-Whitaker and Riggs-Virden Halls. Utica campus students may choose to reside in Maggie Dunson (female), B.E. Lewis (male), or Newton-Walker (co-residential) buildings. Students participating in basketball and/or STEM will be assigned to specific buildings based upon location of their specific membership community.

##### 3. Residence Hall Contract

Each residence hall student must read and sign a room contract in order to claim his/her room.

#### C. REFUND OF ROOM AND BOARD

1. In order to be eligible for a refund, a student must officially complete the housing check-out procedure. Prior to the time that a student receives a refund, any balance which is owed to the college will be deducted from this amount. Refunds will be made to the student's Hinds Debit Card.
2. **Room:** 100% before first day of check-in (their room assignment must be canceled prior to first day of check in.) 75% before sixth day of classes 50% before eleventh day of classes 0 - after tenth day of classes.
3. **Meals:** A student withdrawing from the residence hall during the semester will be refunded all full weeks remaining on the meal ticket period. The meal plan goes from Friday through Thursday of each week.

#### D. ROOM AND HALL CHANGE

Student Housing will publicize when room change changes will occur. The room change process for students desiring to change within or between residence halls will begin the first business day of the third week of class each semester. All room changes must be approved

by the Office of Student Housing & Residence Life. All transfers start in the Office of Student Housing & Residence Life. A resident who makes an unauthorized move will be subject to at least a \$25 penalty and will have to move back to his/her assigned room space.

**E. ROOM CONSOLIDATION**

Room consolidation dates will be announced each semester for persons who do not have a roommate. Should a student's roommate move out or a student has never had a roommate, the student must do one of the following during this time frame:

1. Request a room change to a room that is already occupied by at least one resident.
2. Take out a single room contract for the remainder of the semester, and pay additional costs. (Only if space is available.)
3. Be reassigned to a new room with a new roommate by the Office of Student Housing and Residence Life. Room consolidation helps keep room and board costs down by reducing the utility load on each building.

**F. PRIVATE ROOM**

Private rooms usually are not available during the Fall semester, although a limited number may be available during the Spring semester and Summer sessions. The assignment of a private room is based on availability. The cost of a private room is one and one-half the amount of the normal room charge and is due upon assignment to a private room.

**G. DISCLAIMER**

The Office of Student Housing reserves all rights in connection with assignment and reassignment of all rooms, as well as the termination of the occupancy.

**H. UPDATING**

Before the end of the fall and spring semesters, current residence hall students must update their housing application and place a new room non-refundable reservation fee of \$50 in order to secure a room for the following term. In order to complete this process a student must: 1) Pay the non-refundable room reservation fee, 2) Register for 15 or more hours for the semester for which the room reservation fee is being placed.

**I. ROOM ENTRY AND INSPECTION**

Authorized College personnel may enter, inspect, and make repairs to assigned spaces at all times as the College may deem necessary.

**J. STUDENT CHECK-IN AND PAYMENT RESPONSIBILITIES**

1. On check-in day, new and returning students will report to the lobby/office of the residence hall to which they have been assigned.
2. Students checking-in after the first day of class must notify the Department of Student Housing of late check-ins to maintain room assignment.
3. Resident Hall Directors or Resident Assistants will complete Room Condition sheets on each room before students check in. It is the responsibility of each resident to verify that the form for his/her assigned room is filled out accurately prior to signing it.

**K. CHECK-OUT**

Check-out arrangements must be made with the Resident Hall Director or Resident Assistant. These arrangements must include the following:

1. Remove personal belongings from room.
2. Clean room thoroughly.
3. Defrost and clean refrigerators.
4. Have the Resident Assistant (RA) or Hall Director survey the room for possible damages and missing items.
5. Turn in room keys.
6. Sign the room condition sheet.

**L. ASSESSMENT OF DAMAGES**

When damage occurs within a resident's room or an area adjacent to it (suites, hallways, bathroom, lobbies, etc.), it is ultimately the responsibility of the occupants to pay for the cost to replace or repair the damaged property.

All residents of a residence hall are financially responsible for their prorated share of loss or damages that occur in the public area of their unit, if damages cannot be attributed to a known individual. Damage to the elevator is assessed to individuals responsible or to all

residents when purposely broken. The remaining damages are assessed to all residents of the building on an individual basis.

**M. OPENING AND CLOSING OF RESIDENCE HALLS INCLUDING HOLIDAYS**

1. The student may occupy the assigned room from the date and time for official opening and closing of the residence hall as designated by the official College Calendar. The residence halls will be closed during all vacation periods as stated in the College Calendar. Students must make plans to be off-campus during all holidays (Thanksgiving, Christmas, Spring Break, etc.). Students requesting to stay during a holiday break will be charged \$10 per night that they are approved to stay. Permission to stay will be granted by the Director of Student Housing and Residence Life. All students are not permitted to stay upon request. It is at the discretion of the Director of Student Housing and Residence Life to grant permission to stay.
2. At the end of each semester, all residents are required to vacate his/her room after completion of his/her final exams unless he/she is graduating and has permission from the Director of Student Housing to stay.

**IV. REGULATIONS REGARDING RESIDENT CONDUCT WITHIN RESIDENCE HALLS**

Two objectives of higher education are to develop self-reliance and to form desirable and acceptable habits of conduct. All students living in residence halls within Hinds Community College will be expected to conform to ordinary rules of polite society; to respect the rights of others; and to have regard for the preservation of college property as well as private property of others. If a resident has questions about this subject, or he/she is involved in an infraction of housing regulations, his/her first contact should be their Residence Hall Director.

**V. ADDITIONAL RESIDENCE HALL REGULATIONS AND POLICIES**

**A. LOST ROOM KEY AND/OR ID**

If a resident loses his/her key, report it immediately to a RA or HD of the hall that the student resides in. The student will be given a key slip to turn in to the Business Office. Once the student has paid for the key replacement, the resident must give the receipt to the HD or the RA so that the key can be replaced. The resident's cost for replacing a key is \$25 and the ID cost is \$10.

**B. OBSTRUCTION OF CORRIDOR, DOOR, LOBBY, LOUNGE, WALKWAYS**

In support of State and College Fire Safety evacuation codes and out of respect for students with disabilities, it is most essential that residents comply with the guideline stipulating that all corridors, lobbies and walkways, in and around the halls must be free of any obstructions at all times. This means that all personal belongings including: bicycles, skateboards, athletic equipment, motorcycles, and ironing boards, must never be left to obstruct the flow of traffic. Any disruptive behavior will not be tolerated in the interest of residence hall safety. Students using emergency exit doors for non-emergencies will be charged \$200 per occurrence.

**C. PETS**

Major problems in sanitation, pest control for fleas and flies, allergies, and common courtesy for fellow residents provide the basic rationale for our policy of allowing no pets in the residence halls. Students are not allowed to have pets in the residence halls. Fish aquariums are also included in this policy.

**D. ROOM INSPECTION**

The rooms of students will be inspected weekly by the appropriate College officials. All rooms should be kept in a presentable order and made as attractive as possible. In case the room is not clean, or unsanitary conditions occur, the student will receive a written violation for the first offense and additional fines thereafter.

**E. SOLICITATION**

To protect residents from annoyance or interruption of study, recreation, and rest, regulations have been established to prohibit indiscriminate solicitation and sales in the residence halls. You are not permitted to solicit or promote merchandise or services in the residence halls without written permission of the Hall Director, Director of Housing, and Dean of Student Services.

## **F. ELECTRICAL APPLIANCES**

Due to the increasing electrical cost and overload of electrical current and wiring, the following list of appliances has been authorized for use in the residence halls. You may use portable electric hair dryers, curlers, curling iron, make-up mirror, electric razor, crock-pot, clock, iron, lamp, calculator and computer. In addition, you may use one of the following per room: microwave, coffee pot, stereo/radio, and television. Surge protectors and appliances must have an Underwriters Laboratories (UL) Approval. EXTENSION CORDS, ELECTRIC HEATERS, GEORGE FOREMAN GRILLS, OR HOTPLATES, FRAGRANCE PLUG-INS, WAX BURNERS, OR TWINKLE LIGHTS ARE NOT ALLOWED. The Hall Director has a list of approved appliances.

## **G. GUESTS**

Visitors are allowed during standard posted visiting hours. All guests must check in at the front desk with the RA or Hall Director and leave a valid ID when visiting a residence hall. Residents are permitted to have overnight guests of the same sex only on Friday and Saturday nights when suitable facilities are available. Since weeknight guests often distract from established study routines, overnight guests are permitted only on weekends. Permission for all weekend guests should be secured from the Resident Hall Director. Students who invite guests are responsible for their guests' behavior while on campus and may be subject to student conduct action as a result of their guest's conduct. A male student visiting in any part of a residence hall for women or a female student visiting in any part of a residence hall for men without permission of a College official will have student conduct charges placed against them (including but not limited to a \$200 fine per offense). All assigned occupants of a room must be in agreement before permission will be given for visitors.

## **H. ROOM DECORATIONS**

Room decorations should be nonflammable, and not destructive to walls or furniture. Decorations which hinder exiting in case of fire are prohibited. Residents who damage walls, including paint damages, with tape or other adhesives, are assessed the cost of repainting their room. Rugs and carpet are allowed but must not be attached to the floor in any way. Nails, tacks, and screws must not be driven into any part of the room. Room decorations must not be offensive to others.

## **I. CURFEW HOURS**

The Raymond campus will be closed to all unauthorized persons from 12 midnight until 6:30 a.m. each day of the week. The Utica campus will be closed to all unauthorized persons from 12 midnight until 6:30 a.m. Sunday through Thursday and from 12:30 a.m. until 6:30 a.m. on Friday and Saturday. Students must be either in the process of entering the residence hall or leaving the campus. This procedure is not intended to either penalize or limit students' entry or exit from the hall, but is intended to provide optimum conditions for security operation.

## **J. CLOSING HOURS**

The Raymond campus will be closed from 10:30 p.m. until 8 a.m. each day of the week. Utica campus residence hall lobby is closed from 11 p.m. until 8 a.m. each day of the week.

## **K. QUIET HOURS**

College quiet hours are from 8 p.m. to 8 a.m. During this time you are asked to be quiet so other people can study or sleep. Stereos and noisy behavior in general must be kept down to a quiet volume and individuals' room doors are to be kept closed. Courtesy hours are maintained in the hall from 8 a.m. to 8 p.m. each day. During this period floors are not as quiet as during quiet hours, but individuals are requested to respect those who choose to sleep or study during the daytime. Quiet hours are expanded to include the entire day during exam week. Twenty-four hour quiet hours begin 8 p.m. the day before exams begin and continue through the final exams.

## **L. SEVERE WEATHER EMERGENCY**

All residents are encouraged to go to the Hinds Community College website to sign up for Eagle One Alerts. (<http://eagleone.hindscc.edu/>)  
In case of severe weather alert signal:

1. Evacuate to designated areas as per instructions given by the residence hall staff.
2. Remain in the designated area until an "all clear" is officially announced.

3. During severe weather it is highly advised for residents not to leave the building.
- M. MEDICAL EMERGENCY**
- In the event that you, a guest, or another resident has an accident or becomes ill, contact the Raymond Campus Police at 601.857.3270 or 601 .857.5410. If no answer, call 911 or contact Hinds County Sheriff's Office at 601.857.2600. If dialing from Raymond Campus Police Department phone dial 9-911. For the Utica Campus call 601.500.1432 or 601.885.7127.
- N. FIRE DRILL PROCEDURES**
- When the alarm sounds:
1. Close room door.
  2. Walk quickly and quietly outside through the exit doors.
  3. Assemble outside the hall at a safe distance from the building and remain there until the signal is given to return to your room.
- For your own protection, obey fire regulations. Failure to evacuate the hall each time the alarm sounds will result in immediate student conduct action.
- O. AMENITIES**
1. **REFRIGERATOR** (1 per room)  
A refrigerator will be provided for each residence hall room.
  2. **CABLE T.V.** Cable television service is available in all residence hall rooms.
- P. DAMAGE OR LOSS OF PERSONAL PROPERTY**
- The College does not assume any legal obligation to pay for the loss of or the damage to the student's personal property if such loss or damage occurs in its building or on its ground, prior to, during, or subsequent to the period of the contract. The student or parents are encouraged to carry appropriate insurance to cover such losses.
- Q. PREGNANCY**
- If a student is currently pregnant or becomes pregnant at any time during this contract period, the student agrees to comply with any and all reasonable requests made by a Student Housing and Residence Life employee. The pregnant student agrees to provide the following information to her Hall Director: Doctor's name and phone number, name of contact person in case of emergency, due date, and information about any complications or special circumstances. Failure to comply with these policies may result in the student's removal from the residence hall.
- R. LOBBY**
- Residence Hall Lobbies are open from 1 p.m. until 10:30 p.m. Monday – Thursday; on Friday from 1 p.m. - 3 p.m. and 7 p.m. -10:30 p.m.; Saturday and Sunday from 7 p.m. -10:30 p.m. Housing reserves the right close a lobby or lobbies with the approval of the Director of Student Housing. Utica Residence Hall Lobby is open from 8 a.m. to 5 p.m. and 6 p.m. – 11 p.m., Sunday through Friday; Saturday from 11 a.m. to midnight.
- S. HOVERBOARDS**
- Due to recent safety concerns raised by the Consumer Product Safety Commission, all Hoverboard-type devices are prohibited from use or storage on Hinds Community College property due to potential hazards. **FIRST OFFENSE**- Student Conduct Hearing

## **VI. VISITATION REGULATIONS FOR RESIDENCE HALLS VISITATION**

Hinds Community College is dedicated to providing a wholesome atmosphere for residents who live on campus. The Office of Student Housing and Residence Life reserves the right to restrict visitation for a residence hall if necessary. Room Visitation (For Registered Hinds Community College Students Only)

On the Raymond campus, open hall visitation is on Tuesday, Wednesday and Thursday between the hours of 5 p.m.- 10 p.m. During the Fall semester, open hall visitation starts the first Tuesday in September and ends the first last Thursday in November. In the Spring, open hall visitation starts the first Tuesday in February and ends the last Thursday in April.

On the Utica Campus, open hall visitation is Wednesday and Thursday between the hours of 6 p.m. to 11 p.m.; Friday between the hours of 6 p.m. to midnight; and Saturday between the hours of noon to midnight. During the Fall semester, open hall visitation starts the first Wednesday in September and ends the last Thursday in November. In the Spring, open hall visitation starts the first Wednesday in February and ends the last Thursday in April.

- A. ALL RESIDENCE HALL STUDENTS WILL ABIDE BY THE FOLLOWING RULES:
1. Room visitation is allowed only when the Residence Hall Director or a Resident Assistant is on duty in the residence hall for checking guests in and out.
  2. All visitors will be required to sign in at the lobby desk indicating the room number and person they are visiting. First and last name of the host and visitor is required.
    - i. Checking-in and checking-out of any guest is the responsibility of the residence hall occupant acting as "host".
    - ii. The host or hostess must meet the visitor at the lobby to escort him/her to the room and from the room back to the lobby at the end of visitation. Both the host and the visitor must leave a valid Hinds Community College student I.D. at the front desk.
  3. All residence hall guests must be escorted to and from the resident's room by the host or hostess, and can visit only in the room of that host or hostess unless permission to visit elsewhere is granted by the Residence Hall Director.
  4. The host/hostess is responsible for the conduct of the visitor while the visitor is in the residence hall. The guest may be required to leave if he or she is found violating visitation policies, or disturbing other residents.
  5. No resident is allowed more than one guest without the prior permission of the Residence Hall Director.
  6. No student is allowed to have visitors in a residence hall, other than the one to which he or she has been assigned, without the prior permission of the Residence Hall Director.
  7. Residence Hall Directors, Resident Assistants, or any person representing the Office of Student Housing & Residence Life may check rooms where guests are signed in.
  8. Unless excluded for student conduct reasons, students attending Hinds Community College are permitted to visit the residence halls during approved hours.
  9. Guests are not to be left alone in residence hall rooms at anytime.
  10. Residents having guests must consider the rights of their roommates. A roommate should not be asked to vacate the room for another's guest.
  11. Dress for all residents and guests must be appropriate at all times.
  12. All students are to enter and exit through the main entrance and lobby, and are not to linger in corridors or stairwells.
  13. If a guest of the opposite sex has to use the restroom facilities he/she will have to return to the lobby area with the host to utilize the common area restroom.
- B. Sexual activities/relationships are prohibited in the residence halls.
- C. Responsibility of ensuring that the room visitation policy is successfully implemented and enforced rests with the Office of Student Housing & Residence Life, Residence Hall Staff, and especially the residence hall students.
- D. A large part of the justification for room visitation is that it improves the orderliness, cleanliness, and atmosphere for study in the residence halls. Behavior which detracts from these goals will not be tolerated.
- E. Any violation of the visitation policy of any residence hall may result in the cancellation of an individual's room visitation privileges as well as other student conduct.
- F. A violation of the visitation policy will cause immediate suspension of visitation (room and/or lobby) until proper adjudication has occurred.
- G. Residence hall rooms are inspected periodically. The college reserves the right to enter any student's room at any time to make regular room checks and/or when a health, safety, maintenance, and/or damage inspection of the premises is deemed necessary.

Penalties and sanctions will be imposed upon student(s) charged with violation of the visitation policy or unauthorized presence in a residence hall which can be expulsion from the residence halls. Students are expected to comply with all provisions federal, state, and local laws and ordinances.

## VII. HOUSING APPEAL

A residence hall student who has been removed from the residence halls because of a below 2.0 cumulative grade point average (GPA), may file an appeal with the Office of Student Housing and Residence Life. The Director and/or Associate Director of Student Housing and Residence Life will serve as the hearing officer(s). The student will be notified in writing



of the housing appeal decision. Should a student wish to re-appeal the housing appeal decision, the student will need to contact the Dean of Students' Office within three (3) business days following receipt of the appeal decision to initiate the process. The Vice President of Student Services or Dean of Students' Office will be the office of last resort; therefore, the decision rendered will be final. The student's failure to file the re-appeal within the allowed three (3) business days will make the initial appeal decision final.

## STUDENT HOUSING OFFICES

**RAYMOND – 601.857.3222      UTICA – 601.885.7088**

### RAYMOND RESIDENCE HALL DIRECTORY

#### WOMEN'S

##### **ALLEN-DUKES-WHITAKER**

Office Phone                      601.857.3544

##### **DAVIS**

Office Phone                      601.857.3545

##### **HARDY-PURYEAR**

Office Phone                      601.857.3546

##### **MARSHALL**

Office Phone                      601.857.3547

#### MEN'S

##### **GREAVES**

Office Phone                      601.857.3549

##### **SHEFFIELD-WOOLLEY**

Office Phone                      601.857.3548

##### **RIGGS-VIRDEN**

Office Phone                      601.857.3551

#### CO-RESIDENTIAL

##### **PICKETT**

Office Phone                      601.857.3997

### UTICA RESIDENCE HALL

Residence Hall Director      601.885.7088

## SINGLE STOP

Single Stop is a national initiative created to increase economic stability in communities by removing barriers to college success and completion. Single Stop supports the students' pursuit of their educational and career goals by providing access to the safety net of community resources that are normally found outside of the college environment which will increase students' chances for academic success.

### **Benefit Counseling**

Each student at Hinds will be screened for possible community benefits and resources after making an appointment and filling out an eligibility application. A Single Stop Coordinator, or benefits counselor will assess their application and give the best advice accordingly. Each student's situation is different and every benefit counselor will honor this by upholding a 100% confidentiality standard between the counselor and the eligible student. Students are welcome and encouraged to share any and all life circumstances that are hindering them from completing their degree. It is at this point that Single Stop can do their best work advising and connecting students to EVERY resource that can accommodate that student's needs.

### **Service Hours**

Single Stop Office hours are typically between 8 a.m. – 4:30 p.m. Monday through Friday. To make an appointment, a student may complete an intake at [hindsc.singlestoptechnologies.com](http://hindsc.singlestoptechnologies.com) or call the campus Single Stop Coordinator that corresponds to their location:

**Raymond/NAHC**  
601.857.3233  
Adult Education Center  
Rooms 117 & 121

**Jackson ATC/Rankin**  
601.987.8105  
Bivins Building  
Rooms 165

**Vicksburg/Utica**  
601.629.6831  
Annex Building  
Room 23-B



## **INTERCOLLEGIATE ATHLETICS**

### **PURPOSE**

The purpose of the Hinds Community College athletic program is to provide an opportunity for the participants to develop their potential as a skilled performer and provide an educational service to the athlete to pursue an academic, career, or technical degree with emphasis on providing leadership in civic, economic, and cultured growth. The program must satisfy the needs and interests of the individual, be meaningful, enjoyable, challenging, serve toward the enrichment of their immediate and future lives, and provide unity and school spirit for our community college.

### **DRUG EDUCATION AND TESTING PROGRAM FOR ATHLETES**

The problems associated with the abuse of certain drugs and alcohol are now of great concern in our society. There is special concern that college athletes be able to avoid those problems. The Athletic Department has developed and implemented a program of drug and alcohol education for all athletes, a system of testing to identify those athletes who are involved with the use of drugs and/or alcohol. When athletes are identified, special counseling may be recommended that will hopefully enable the involved athlete to become and remain drug and alcohol free. Administrative procedures shall be set forth by which the athlete who is either unable or unwilling to become and remain drug and alcohol free will be removed from the Athletic Program.

### **SPORTS AND SCHOLARSHIPS**

Scholarships are awarded in the below named sports according to the rules and regulations set forth by the National Junior College Athletic Association and the Mississippi Association of Community Colleges. Selections are made by the coach(s) based on scouting observations and/or performance at annual tryouts. Contact the Athletic Department at 601.857.3325.

The following sports are offered on the Raymond Campus:

Baseball, Football, Men's Golf, Men and Women's Soccer, Softball, Men and Women's Tennis, Men and Women's Indoor and Outdoor Track and Field, Cheerleading.

The following sports are offered on the Utica Campus: Men and Women's Basketball.

Cheerleading: Tuition scholarships are awarded to those selected during the annual Raymond Campus tryouts. Contact the Athletic Office, 601.857.3325 or the Cheerleader Sponsor, 601.857.3520.

### **INTERNATIONAL STUDENT SERVICES**

The International Student Program provides the opportunity for international students to pursue their educational objectives within the guidelines of United States immigration regulations. The International Student Office provides leadership and expertise in immigration matters for international students enrolled at Hinds Community College.

### **ORIENTATION: PROGRAMS, AND CREDIT COURSE**

Hinds orientation programs are designed to answer student questions and to provide vital information. While at Hinds, students may meet informally with faculty, staff, and administrators; visit with student orientation leaders and other traditional and non-traditional students in small and large group sessions; and learn of the wide variety of available academic, social, and personal opportunities. Student group leaders are trained to help residence hall students understand policies and procedures; and to find assistance and services as new students at Hinds. Full-time students (both first-time and transfers) will be required to take the orientation class (LLS 1312 or RST 1312) the first fall or spring semester they attend Hinds (unless the transfer student has successfully completed an orientation class at a previous institution). Orientation is a graduation requirement in all programs of study. The Orientation course includes instructional information about the College, strategies that foster educational success and persistence, information about student

services and resources, career exploration and student planning, and financial literacy.

## **WORKFORCE SUPPORT AND ADULT EDUCATION SERVICES**

**Mission Statement:** Provide students with opportunities to apply classroom knowledge in a real-world setting, while creating meaningful connections to industry.

### **COOPERATIVE EDUCATION**

The Cooperative Education Program awards college credits (from 1 to 3 hours a semester) for on-the-job experience that is related to the student's academic college major. The student combines periods of college with work periods in business & industry, as documented by the office of Cooperative Education. These work periods are generally part-time, in the afternoons after classes (Parallel Program), but may be full time, every other semester (Alternating Program).

Students must complete a minimum of one semester maintaining a grade point average of 2.0 or better to qualify for this program. Academic credit hours may be earned depending on the number of hours worked. Students must sign up for the Cooperative Education course prior to the beginning of the semester that they will be working. A document must be signed by the employer stating the specifics of the student's employment in order for the student to receive credit for the course. These credit hours will be assigned by a Coordinator of Cooperative Education and may be used toward graduation from Hinds Community College. For more information, contact the Director of Cooperative Education/Work-Based Learning/Supervised Work Experience and Internships at 601.857.3728.

### **WORK-BASED LEARNING**

Work-Based Learning is an educational/training program designed for career/technical students that provides paid, on-the-job work experience. All students must be recommended by their program instructor, and all work experience must be in the field of their major. Students must complete an application process, which includes an education/training agreement signed by the employer, the program instructor, the student, and a Coordinator of Cooperative Education/Work-Based Learning/Supervised Work Experience and Internships. Students will earn semester hour credit depending upon the number of hours worked. For more information, contact the Director of Cooperative Education/Work-Based Learning/Supervised Work Experience and Internships at 601.857.3486.

### **Adult Education Assessment Center located in the Raymond Campus Adult Education Building**

The Adult Education Assessment Center (DAC) is a high-stakes testing facility authorized to deliver internet-based and paper/pencil national, state, and professional certifications, licensure, admissions and credentialing exams. The DAC has 24 computer workstations with audio and video monitoring and offers a thirty seat capacity classroom for paper/pencil testing. Hours of operation are Monday through Friday 8 a.m. to 4:30 p.m., Monday evenings until 7 p.m.

For more information, contact:

Director of Assessment Marnee' Tompkins, 601.857.3852, [marnee.tompkins@hindsc.edu](mailto:marnee.tompkins@hindsc.edu) or  
Assessment Coordinator, Rebecca McCalpin, 601.857.3650, [rebecca.mccalpin@hindsc.edu](mailto:rebecca.mccalpin@hindsc.edu) or  
Taylor Dowe IT Proctor, 601-857-3652 [taylor.dowe@hindsc.edu](mailto:taylor.dowe@hindsc.edu).

Assessments are hosted from the following vendors:

ATI, INC. (TEAS)

CASTLE WORLDWIDE

CATS, COMPUTER ASSISTED TESTING SERVICES, INC.

CERTIPORT

COMIRA

CRANE INSTITUTE CERTIFICATION

ISO-QUALITY TESTING, INC. (IQT)

KRYTERION

Register at [www.hindscc.edu](http://www.hindscc.edu)

## COLLEGE INSTRUCTIONAL SUPPORT SERVICES

### HONORS INSTITUTE

The Hinds Community College Honors Institute on the Raymond and Rankin Campuses offers an enhanced and supportive educational environment to students who demonstrate potential for superior achievement. Honors Institute programs foster intellectual stimulation for students, allowing them to integrate ideas, themes, course content and extracurricular activities with creativity, depth, and sophistication throughout their education at Hinds Community College. Programming, which is divided into several areas, is open to both freshman and sophomore students.

#### Honors Program

The Honors Program offers experiential and collaborative learning opportunities as well as specialized advising and opportunities to participate in a variety of cultural events and field trips. Scholarships are available to Honors Program members who enroll in at least one three-hour honors course and the Honors Forum each semester. Members have access to the Honors Center, which includes a lounge, classroom and break room. Entering students must have an ACT composite score of 25 or a 3.5 high school GPA. Students with 12 hours of college credits must hold a cumulative GPA of 3.5.

#### Leadership Program

Students who desire to excel in the areas of scholarship, leadership, and service will find many opportunities within the leadership classes offered through the Honors Institute. Programming begins with strengthening personal qualities of leadership and progresses to opportunities for assuming leadership within college, local, regional and state organizations. Participants must be enrolled full time at Hinds and must hold a 3.0 or greater cumulative GPA.

#### International Studies

International study courses, which focus on a variety of topics, nations or global regions, are offered each year. Course content typically includes, pre-tour preparation, ten to 14-day short-term study abroad, as well as post-tour reflection assignments directed by a Hinds CC faculty member. Students earn college credit hours for each class. Participants must be enrolled full time at Hinds and must hold a 3.0 or greater cumulative GPA.

Additional information about the Honors Institute is available on the Hinds website at: [www.hindscc.edu/departments/honors](http://www.hindscc.edu/departments/honors). Interested students are encouraged to phone, email or visit the Honors Center on the Raymond and Rankin Campuses to learn more.

Raymond Campus Honors Center: 212 Jenkins Hall [honors@hindscc.edu](mailto:honors@hindscc.edu) 601.857.3531 or 601.857.3837 Rankin Campus Honors Center: Student Services Building [rankinhonors@hindscc.edu](mailto:rankinhonors@hindscc.edu) 601.937.1992

### LIBRARIES

Hinds Community College Libraries are an integral part of the instructional, intellectual, and cultural life of Hinds. The Libraries are located at each of the College's six locations. Hinds Libraries have pleasant and comfortable atmospheres for reading, group work, class preparation, and computer work. An excellent collection of books, periodicals, newspapers, audiovisual materials, and computer resources is available for patron use. Photocopying, scanning, and printing are also available. Over 60,000 full-text print & e-journals, 600,000 print & e-books and over 50,000 DVDs & e-videos are now available through the Hinds Libraries. In addition, as a member of the MS Library Partnership, Hinds patrons have access to print materials from MS State, MS University for Women plus 50+ public libraries around the state.

Borrowing privileges are available to individuals holding a valid Hinds CC ID card and are also

extended to other users upon approval of the staff. Books may be checked out for a period of two weeks (except as indicated at the end of a semester) and may be renewed if not requested by another patron. Reserve items, which are kept at the circulation desks, are items upon which circulation restrictions have been placed. In general, reserve items are to be used in the libraries and may be checked out for home use only when the libraries are closed.

Service-oriented staff provide assistance in the use of all material resources. The professional librarian is an information scientist who, in addition to providing individual reference and research consultation, teaches library research methods to various classes of student, faculty, and community users.

For operating hours refer to the library web site at <https://libguides.hindscc.edu/home/libraryinfo> or the Student Handbook.

Hinds Community College Libraries are committed to serving all members of the Hinds community. Special problems or special needs can be met at any public desk. Several carrels in each center accommodate wheelchairs.

The Raymond and Utica campus libraries house archives and a variety of special collections. The archives were established to preserve and make accessible records which are deemed to be of continuing value to Hinds Community College. The archives include photographs, yearbooks, student newspapers, college catalogs, student handbooks, and operational documents of the college. In addition, the Utica Archive materials chronicle the Black experience in rural Mississippi from the inception of the Utica Normal & Industrial Institute in 1903 through the merger of Utica Junior College and the Hinds Community College system in 1982. Recently, the archives, in collaboration with the Hinds Alumni Association, Foundation and Hinds - Utica Title III program, have digitized and made available online most of the Hind CC's catalogs (through 1999) and yearbooks (through 2012) from its inception as an Agricultural High School in 1917. The digitized materials also include the Hinds newspapers (Hindsonians), yearbooks from the Hinds - Utica campus, Annual Utica Farmers Conferences, Jubilee Singers Spirituals Songbook and Commencement Programs of Utica Junior College and High School. The collections can be viewed at <http://www.archive.org/details/hindscommunitycollege>.

## **IDENTIFICATION**

When using the facilities or materials of the libraries, students must provide identification whenever called upon to do so. Patrons are expected to maintain an atmosphere that is conducive to the research and educational mission of the college.

## **eLEARNING DEPARTMENT**

The eLearning department encompasses the areas of Distance Learning, Instructional Technology, and Media Services. The goal of the department is to support the instructional technology needs of faculty and students as well as coordinate and administer the development and delivery of internet-based courses. This is accomplished by providing instructional technology resources through traditional media services and expanded computer-based instructional methods. For more information please see our eLearning website at <http://www.hindscc.edu/programs-of-study/elearning/index>.

The eLearning department will provide and support the learning management system technology for the college. Beginning Summer 2013 this technology is available through the Canvas platform. For more information please visit the eLearning Canvas page at <https://hindscc.instructure.com/login/>.

## **INSTRUCTIONAL TECHNOLOGY**

The area of Instructional Technology provides support to students, faculty, and staff to develop creative, innovative, and engaging learning environments that foster an atmosphere of critical thinking and collaboration among students. Instructional Technology is available to faculty, staff, and students for technology-related and learning opportunities.

Located in the McLendon Library Media Center, the department is open during the college operational hours, 8 a.m. to 4:30 p.m., Monday through Friday. Instructional Technology offers students an open computer lab, and technical support for Canvas and other instructional software supported by the institution. For more information, visit the department's webpage at

## **DISTANCE LEARNING**

The Office of Distance Learning, in partnership with the Mississippi Virtual Community College (MSVCC), has created an online learning environment for Hinds Community College students. Students who wish to register for online courses should visit the eLearning page on the Hinds website (<http://www.hindsc.edu/programs-of-study/elearning/>). Only courses listed in the Hinds Community College Catalog will be included in Hinds Community College course offerings. Final determination of course offerings for Hinds Community College students is subject to the approval of the Office of Distance Learning. Online courses are subject to an additional fee of \$15 per credit hour.

## **COMPUTER BASICS**

Students taking online courses through Hinds Community College are expected to have basic computing skills and have permanent access to a computer with a reliable internet connection. Students should review with an advisor the necessary computer skills before enrolling. All Hinds' students are required to use the college-provided email account for correspondence in Distance Learning courses.

## **ACADEMIC HONESTY**

The instructor is responsible for giving written instructions to his/her classes detailing the forms of collaboration that will be allowed. It is the responsibility of the student to contact the instructor for clarifications of the policy.

## **STUDENT GUIDE INFORMATION**

Additional information regarding enrollment in distance learning courses is available in the Distance Learning Student Guide published by the Distance Learning Office and made available to students on the College Website and Canvas. It is the student's responsibility to secure the Guide and become familiar with the information.

## **TESTING POLICY**

In order for a student to successfully complete an online course, he or she will be required to take two proctored exams 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. Dual Credit and Dual Enrollment students must provide a photo ID. It can be a high school photo ID or a government issues photo ID. Exemption on the final exam for graduating sophomores is determined by the faculty member. The majority of online courses will require a final exam regardless of your graduation status. Proctors for students outside of Mississippi MUST be submitted and approved by the Distance Learning office. It is the student's responsibility to locate a proctor and submit their credentials for approval. This should be done at the beginning of the term. Please call 601.857.3834 for more information on setting up an outside proctor.

**ATTENDANCE AND WITHDRAWAL POLICY** - See the policy in the current Student Handbook – Instructional Policies. Traditional holidays may not be observed in online courses.

## **MEDIA SERVICES**

Media services are offered through the eLearning Center on the Raymond campus. The eLearning Center serves as a central distribution and production center for non-print materials for the College. Located on the ground floor of the McLendon Library, the eLearning Center operates an open learning lab equipped with audio/video equipment and computers with course-related software. The eLearning Center also houses a graphics production and video editing facility and production studio.

Students may use the learning lab at any time during these normal hours of operation:

Monday – Thursday:	7:30 a.m. to 8 p.m.
Friday:	7:30 a.m. to 4:30 p.m.
Sunday:	4 p.m. to 8 p.m.

When using the eLearning Center, students must provide identification whenever called upon to do so. Patrons are expected to maintain an atmosphere conducive to learning with no loud talking, no food or drink and no tobacco products permitted. Cell phones are not allowed in the Center.

The eLearning Center provides a place for printing and utilizes the WEPA cloud printing format.

Students will be provided a print account preloaded with \$10 each semester.

## INSTRUCTIONAL POLICIES

### APPEAL OF A FINAL GRADE IN A COURSE

A student may appeal a final grade in a course. The student must initiate the process below before the beginning of Final Exams for the following semester (excluding summer) after the grade was posted:

1. The student must discuss his/her grade with the instructor, stating the reason he/she believes the grade is incorrect. The instructor will have seven (7) school business days (excluding Final Exam days) to verify the grade and/or show the student how the grade was calculated.
2. If there is no resolution, the student must submit a formal Letter of Appeal to the appropriate Department Chair or Director, who will review the appeal and respond in writing in seven (7) school business days (excluding Final Exam days). A copy of the formal Letter of Appeal must also be given to the instructor of the course. If there is still no resolution, the student must then submit the formal Letter of Appeal to the appropriate instructional Dean, who will review the findings of the Department Chair or Director and respond in writing in seven (7) school business days (excluding Final Exam days).\*
3. With no resolution at this point, the student must present the matter to the Local Instructional Appeals Committee where the matter will be decided. Before making a judgment, this committee will secure information from the student, the instructor, the Department Chair or Director, and the Instructional Dean. The decision of this committee will be final and binding.\*

\*Appeals for distance learning courses should be directed to the Dean of E-Learning in conjunction with the local Instructional Dean and the local appeals committee for e-learning.

4. If a student wishes to begin the process during the summer, he/she must write a formal Letter of Appeal and file it with the appropriate instructional dean.
  - a. The dean will then contact the instructor, who will have 21 days to respond to the appeal in writing. The instructor's response will be sent to the student and to the appropriate department chair/director.
  - b. If the student wishes to pursue the appeal, the department chair/director will be notified and will have 21 days to respond to the appeal in writing. This response will be sent to the student and to the appropriate instructional dean.
  - c. If the student wishes to continue the appeals process, steps 3 and 4 above will be followed.

All instructional complaints other than grade appeals should follow the instructional grievance process.

### ATTENDANCE-WITHDRAWAL POLICY

#### Attendance Requirements

It is the instructor's responsibility to convey to the students the attendance requirements which include: the type of course, how attendance is recorded regarding absences and tardies, notice of absence, and the number of absences resulting in withdrawal for excessive absences. The primary method by which the College communicates with its students concerning attendance is the student's College-issued email account. All students are responsible for activating their College email account and checking it frequently. Students should be aware that failure to meet attendance requirements may impact the student's business office account, financial aid, scholarships, federal student loans, Veteran's benefits, housing, future enrollment, and enrollment status by lowering or stopping benefits or causing repayment to be due immediately.

#### Types of Courses Requiring Attendance

Hinds Community College offers three types of courses that require recording attendance: On



Campus, Online, and Hybrid. Courses may have multiple attendance markers for each instructional type included in the course (combined lecture/labs, hybrid courses with face-to-face and virtual meeting dates, clinicals, etc.). Each type of course has a specific method of taking attendance:

### On Campus Courses

Instructors will mark attendance at the beginning of each class meeting and will maintain an attendance record for each student.

### Online Courses

Attendance in online courses is recorded weekly or bi-weekly (depending on length of term) and requires completion of online content-related assignments. Logging in to the course will not count towards attendance.

### Hybrid Courses

Hybrid courses will mark attendance at the beginning of each on campus class meeting and through the completion of online content related assignments for the online component of the course. Attendance markers will be in place for both the face-to-face meetings as well as the online portion. Both count toward "total class meetings".

## **Absences and Tardies**

Hinds Community College recognizes two forms of absences: absent and official absence. Absences are those where the student is not present at the time of the class meeting or the student failed to complete the required online content-related assignments. The instructor will determine whether the student will be allowed to make up the missed assignments for the time the student was marked absent. Also, the student will be marked absent for missed class meetings prior to enrollment in the course. The student is responsible for all assigned work which occurred prior to the student's enrollment in the class.

Official Absences are those resulting from student participation in activities 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 provide the instructor with the Verification of Official Absence form or letter. A student will be allowed to make up the class or laboratory assignments that were missed during an official absence prior to a date determined by the instructor of the course. Official absences will not count towards allowable absences if the missed work is completed by the date determined by the instructor.

Instructors record a tardy when a student is not present at the beginning of the class period. 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. In online, tardies are determined by the instructor. Three tardies equal one absence which will be recorded at the meeting time when the third tardy occurs.

## **Notice of Absence**

A notice of absence is sent to a student who has been marked absent for 12% or more of the total class meetings in the course. The notice of absence is sent to the student's college issued email account via the online attendance system.

The student is required to contact the instructor immediately upon receipt of the notice of absence to discuss the student's attendance and options regarding the course. Once a notice of absence is sent, failure to contact the instructor and/or failure to be counted present for a subsequent attendance date could result in a withdrawal for excessive absences.



Excessive Absence

Withdrawal for excessive absences occurs when a student is marked absent for the number of days correlating to the term length in weeks and the number of class meetings per week based on the chart below. The instructor will record a student’s grade as either “WP” or “WF” for the course. “WP” is defined as withdrawal passing; “WF” is defined as withdrawal failing.

	Class Meetings Per Week						
	1	2	3	4	5	6	7
Term Length (weeks)	Number of Absences Resulting in Withdrawal for Excessive Absences						
1	2	2	2	2	2	2	2
2	2	2	2	3	3	3	3
3	2	2	3	3	3	4	4
4	2	3	3	4	4	5	5
5	2	3	3	4	5	5	6
6	2	3	4	5	5	6	7
7	2	3	4	5	6	7	8
8	3	4	5	6	7	8	9
9	3	4	5	6	7	9	10
10	3	4	5	7	8	9	11
11	3	4	6	7	9	10	12
12	3	5	6	8	9	11	13
13	3	5	7	8	10	12	14
14	3	5	7	9	11	13	15
15	3	5	7	9	11	13	15
16	4	6	8	10	12	14	16
17	4	6	8	11	13	15	17
18	4	6	9	11	13	16	18

\*The above attendance requirements apply to regular academic and career/technical credit programs including On Campus, online, and hybrid courses. This chart may not apply to non-credit, continuing education, or nursing and allied health programs which may require more stringent attendance policies that will be stated in the departmental regulations for the program of study.

APPEALS

The student, after consulting with the instructor, may file an appeal with the appropriate Department Chairperson, and Academic, Career-Technical, or eLearning Dean. The instructor,

chairperson, and dean will review the appeal and respond to the student.

## No-Show Policy

A No-Show is defined as a student who has never attended a class. Instructors record No-Shows in the college's electronic attendance system. Students attending at least one time should understand that they cannot be marked as a no-show and will be charged for the course unless they drop the course within the drop/add period of the course's term which can be found in the [Academic Calendar](#).

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 co-requisite course.

## Course Withdrawal

Prior to the start of a term, students who withdraw from the College will not be liable for fees other than nonrefundable fees. Students who have paid tuition and do not have any registration holds on their account can use their [My.Hinds](#) account to remove themselves from all classes. Students who need assistance or what have a hold on their account should contact the [Office of Advising](#).

During the drop/add period of a term, classes that are dropped are considered schedule changes and do not appear on the student's record. Student's will not be charged for dropped classes during the drop/add period.

After the drop/add period of a term, students can withdraw from classes through [My.Hinds](#) during the withdrawal period or with the assistance of an advisor. Students that withdraw from a class during the withdrawal period will receive a grade of "W" on the student's record. Student's will be charged for all classes they withdraw from.

The drop/add period and the withdrawal period for each term can be found in the [Academic Calendar](#).

Students requesting to completely withdraw from the College need to contact the [Office of Advising](#) to request a "Complete Withdrawal" form. Students must continue to participate in the course until the withdrawal can be processed.

Any student withdrawing from either an on-campus or hybrid lecture or laboratory science course must withdraw from both at the same time except during the last week of the withdrawal period (with the exception of the BIO courses). However, online students are not required to withdraw from both the lecture and the lab courses at the same time (as those can be taken separately online). Note: Any student wishing to take a continuation academic science course must have credit in both the lecture and lab before being allowed to take the continuation lecture or continuation lab.

## COVID-19

Students unable to attend on-campus class because of COVID-19 will be counted present in a course if the student completes the required attendance assignment(s). Students must follow the [Hinds Community College Health and Safety Protocols](#) for this guideline to apply.

## REPEATING A COURSE

In order to better his or her grade point average, a student may repeat, for grade replacement, a course already taken at Hinds. Each course may be repeated only one time for grade replacement. A student may attempt to repeat a maximum of eight (8) credit hours at Hinds. The official grade will be the grade earned in the repeated class, even if the grade is lower than the first attempt, and will count towards the cumulative grade point average at Hinds. All grade attempts remain posted on the Hinds transcript. Some courses can be repeated for additional credit and cannot be replaced for

a better grade (ex: Physical Education Activity, Music Lessons, Seminars). Developmental courses nor Assessment courses may be repeated for replacement. Dual enrolled students may not petition a course for a replacement grade. The replacement grade policy is honored at Hinds Community College and may not be recognized by other colleges/universities or employers.

Students can request to repeat a course for replacement grade after consulting with a counselor, advisor or other appropriate person. Students must complete the Petition to Repeat a Course for Replacement Grade form and submit it to admissions staff at any campus no later than the last day of the drop/add period for the term. If the repeat course is online, the request should go to the eLearning Dean. If the course is no longer available, no other course may be substituted. In some programs such as Nursing and Allied Health, the right to repeat courses for replacement grade is not automatic. A designation of "W" or "AU" cannot be substituted for a previous grade.

All hours attempted during the student's entire enrollment in the college will be considered when determining federally funded financial aid eligibility. This includes repeated courses. Students are urged to consult with their academic advisor or counselor before repeating a course in which a "C" or better was earned. Students repeating any courses after the eight credit hour limit will have their grade point average 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.

## **ACADEMIC HONESTY**

Academic pursuits require the exploration of ideas from a multitude of sources. A responsible scholar always gives credit to the ideas of others. Ethical treatment of sources as well as honesty in testing and assignments are hallmarks of academic integrity. Hinds Community College considers academic honesty essential for scholastic excellence.

Self-plagiarism occurs when an individual recirculates materials from a previous course into a current one without an instructor's consent. Submitting unoriginal work in a course is unethical and does not demonstrate academic progress.

### **Plagiarism**

Plagiarism occurs when an individual borrows words, ideas, original material, or data from another person, group, or organization without acknowledging the original source of the material. Students are expected to cite sources correctly. Several resources are available on the Hinds Community College website to help students incorporate ideas of others into their own work.

### **Cheating**

Cheating is defined as the act of obtaining or attempting to obtain or aiding another to obtain academic credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of cheating include: copying from another's test or examination; discussing the nature or content of test items and/or answers before, during, or after an examination or test without permission of the instructor; possessing, giving or receiving copies of an examination or exam questions without the permission of the instructor; using or displaying notes, "cheat sheets," or other information or devices inappropriate to the prescribed test conditions; allowing someone other than the officially enrolled student to represent the student and/or complete coursework in any manner.

### **Legitimate Collaboration**

In situations in or outside the classroom where some degree of collaboration is permissible, it is the responsibility of the instructor to give written instructions to his/her classes specifically stating what forms of collaboration are authorized. When procedures are not clearly understood, it is the responsibility of the student to consult with the instructor.

## **Penalties for Academic Dishonesty**

The penalty for the first commission of any offense set out above will be either a zero on the particular assignment, withdrawal from the course, or failure in the course. The instructor will state clearly on the course syllabus which penalties may apply. These options will be clearly stated on the instructor's syllabus. The instructor will also refer the matter for possible further action, including possible suspension or dismissal from the program of study or from the college. The penalty for subsequent commissions of any of these offenses will be failure in the course and possible dismissal or suspension from the program of study or from the College.

In cases of academic dishonesty:

1. The instructor will immediately email the student, the department chairperson, the Academic Dean or Career-Technical Dean and/or Dean of Distance Learning (whichever is appropriate) and the campus Dean of Students, indicating the action taken.

2. If the student has been previously reported as committing the same offense, the Dean of Students will notify the instructor, department chairperson, and appropriate dean, who will together determine if further action is needed.

## **SCHOLASTIC PROBATION AND SUSPENSION**

### **FALL AND SPRING**

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 Hinds CC on Scholastic Probation. Transfer students who were placed on Scholastic Probation after their last semester will be admitted to Hinds CC 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. This work must be taken at Hinds Community College.

## **REQUIREMENTS**

An academic student who is on probation must enroll in LLS 1422, unless he/she has previous credit in this course or is enrolled in fewer than fifteen (15) semester hours. Also, a student on scholastic probation cannot enroll in more than seventeen (17) semester hours (including LLS 1422) during a fall or spring term.

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 SUSPENSION APPEALS**

Appeals for permission to continue in school when facing scholastic suspension must be made in writing to the Local Student Services Committee. The forms are available at the Dean of Students Office/Operating Dean 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.

### **\* TRANSITIONAL STUDENT DEFINITION**

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 complete definitions of Developmental Levels and Transitional Students in current College Catalog.

## **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.

## **INTELLECTUAL PROPERTY RIGHTS**

Intellectual property refers to creations of the mind, inventions, literacy and artistic works, and symbols, names, images, and design used in education or commerce. This includes works prepared for distribution in digital form.

Faculty, staff and students are fully entitled to all proceeds from their own intellectual property. However, when intellectual property is developed at the direction of a College official and/or using College resources, then that intellectual property is owned by the College.

\* An employee who desires to work on the development of intellectual property on College time and/or with College resources should get approval from his/her immediate supervisor.

Contractual employment with College obligates the employee to adhere to all policies of the

College including this one.

Appeals to the College's policy on intellectual rights should be addressed to the college president in a timely manner.

\*The College may elect to share on a 50/50 basis any proceeds above cost of the development from the commercial exploitation of intellectual property with the creator.

## **ACADEMIC FREEDOM**

In order to secure the greatest educational advantage to the student, the administration of Hinds Community College is directed to ensure that responsible and professional instructors will have freedom to teach the knowledge that their professional peers have agreed upon as being the truth; freedom to examine in the classroom the evidences of truth that have not been so agreed upon as to meaning; freedom to lead discussions about the speculative theories concerning the systems of truth; freedom to avoid indoctrination, yet to inform; freedom to elicit student response, while according the student freedom to respond in an orderly and cordial manner; and freedom to have ultimate determination about the program of instruction, within consideration that all instructional activities at Hinds Community College will be carefully and fairly evaluated in light of the aims of the College.

## **STUDENT SERVICES POLICIES AND REGULATIONS**

Student Services personnel endeavor to establish rapport and to build citizenship skills among all students and student groups, striving to make each student a participating member of the college community and of our country. The various departments of Student Services work together to provide teamwork that complements and supports the student and instructors in academic, technical, career and continuing education programs of the college.

Student Services wants you to become an active member of the collegiate environment and offers something for everyone through organizations, activities, a wide variety of programs, and superior customer service. We are here to assist you as you pursue your educational goals from enrollment through graduation; stop by any campus Student Services Office to discover opportunities, find assistance, and get involved.

DeAndre House

Associate Vice President of Student Services

## **HINDS CC CODE OF CONDUCT**

Hinds Community College is dedicated to both personal and scholastic excellence. When you choose to become a student at HCC, you choose to agree to our standards of civilized behavior.

As such, you are saying:

I will practice high standards in my personal life as well as my school life

I will show respect to and concern for other people  
with whom I come into contact at this college

I will respect other people's rights and beliefs even though  
they may be different from mine.

I will respect other people's property.

I will not be prejudiced against others.

By enrolling in Hinds Community College, I state that I will not engage in any behaviors and will discourage others from engaging in any behaviors which threaten the freedom and respect that all other HCC community members deserve.



## **CAMPUS SOLICITATION REGULATIONS (Sales, Political Activities, Fliers, etc.)**

Campus solicitation of students/student organizations or by students/student organizations includes: selling of goods or services, political activities, posters, handouts, and unrecognized group membership canvas. This definition applies to activities by any on-campus or off-campus individual or group. Private business or solicitation may not be conducted on College premises, residence halls, or academic buildings except when a student organization has requested a particular service and when such service is directly relevant to the purpose of that organization. Approval must be obtained ten days prior to the event. Such requests must be directed to the Dean of Students/Operating Dean and must meet the following conditions:

1. Activities do not conflict with the educational purposes of the College.
2. No door-to-door solicitation is permitted in academic or administrative buildings.
3. No disruption of traffic either vehicular or pedestrian is involved.
4. Funds derived from activities must be used for purposes consistent with the goals of the organization. A detailed written report of funds raised for club activities must be submitted to the Dean of Students/Operating Dean.
5. Campus mail may not be used for political or religious information or fundraising.
6. Request must be approved forty-eight (48) hours in advance of activity.
7. Policies (i.e. residence hall regulations) governing solicitation in non-academic and academic areas must be followed.
8. Activities held outside on campus grounds/premises must be restricted to a specified and acceptable area.
9. Appropriate legal action may be taken against individuals and non-college affiliates refusing to comply with regulations.

## **COMPUTER AND INTERNET USE REGULATIONS**

Hinds Community College provides computer and Internet access to Hinds CC students. In addition, other individuals may be eligible for accounts (dependents and alumni, for example). The College's regulations on Computer and Internet Use include, but are not limited to:

- Usage of the Internet must be in support of education and research and consistent with the educational objectives of Hinds CC. Transmission of any materials in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted materials or threatening or obscene material. Use for commercial activities by for-profit institutions is not acceptable. Use for product advertisement or political lobbying or activity is also prohibited.
- The use of the computers and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close access at any time as required. The administration, faculty, and staff of Hinds CC may request the system administrators to deny, revoke, or suspend specific user access; and the student will be charged with student conduct action. Non-students will be referred to the proper authority.
- Do not attempt to access another user's communications such as electronic mail (e-mail). Do not make any changes, deletions, copies, or read another user's files or software. Such action is classified as vandalism and will result in cancellation of privileges. Do not create, run, or install any programs, which can damage a file or computer system. In order to protect the equipment at Hinds CC from a transmitted virus, personal disks are not allowed to be used to download or upload information.

If a security problem is identified on the Internet, the system administrators must be notified. Do not use another individual's account. Attempts to log in as a system administrator will result in cancellation of user privileges and student conduct action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet through the College.

- Do not use any Hinds CC equipment or resources for activities that are sexually offensive, abusive, profane, or for that which infringes upon the rights of another person. Hinds CC equipment is not to be used to send harassing messages such as those which are religiously, sexually, or racially offensive.

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
3. Do not reveal the personal addresses or phone numbers of students or colleagues, without their permission.
4. Do not use the network in such a way that you would disrupt the use of the network by others.
5. Recreational time (non-instructional and non-work related activities) must be limited. A recreational user is expected to give up his/her computer seat when another user needs the network for class and/or work use.
6. All communication and information accessible via the network should be assumed to be private property.

Hinds Community College and its employees make no warranties of any kind, whether expressed or implied, for the service provided. Hinds CC and its employees will not be responsible for any damages you suffer, which includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via Hinds CC is at your own risk. Hinds CC and its employees deny any responsibility for the accuracy or quality of information obtained through Internet services.

## **EMAIL/CANVAS MESSENGER**

### **POLICIES**

Electronic mail (email) is an official method of communication at Hinds Community College, delivering information in a convenient, timely, cost-effective and environmentally sensitive manner. It is the policy of this institution that:

- all students, faculty and applicable personnel have access to email, and
- the college may send official communications via email and electronic mailing lists

### **STUDENT EMAIL**

All students registered for credit classes at Hinds Community College are provided an email. The College WILL use this email account to send communications to the student body. Student email addresses will be recorded in the College's electronic directories and records. Students are responsible for reading official College email on a weekly basis.

All official correspondences of Hinds is made via Hinds email. Canvas does not serve as an email box.

### **PRIVACY ISSUES**

While email is personalized and relatively confidential, there is no guarantee of absolute privacy in a computer system. Federal and state law may require the college to examine email under some circumstances including provision of messages to outside persons. However, employees of the Information Technology department at Hinds Community College are prohibited from accessing information for which they have no job-related "need to know." They are also expected to maintain the strictest confidentiality regarding any information obtained during the course of fulfilling their job function.

### **APPROPRIATE USE OF EMAIL**

Email is not appropriate for transmitting:

- sensitive or confidential information
- obscene material
- chain letters or mail bombs
- hoaxes, scams false warnings, etc.
- mass mailings (marketing, political, etc.)

Misuse of Hinds Community College email is subject to penalty including, but not limited to, suspension from email use, banning from email use, suspension from Hinds Community College, or expulsion from Hinds Community College.

## **CONDUCT IN ON-CAMPUS CLASSES/LABORATORIES**

The atmosphere in your classroom should be one in which the greatest amount of desirable learning can take place. All unnecessary noise and confusion must be avoided and this can only happen when you and your classmates realize your responsibility for proper and courteous behavior. As a good college citizen in class, you will:

1. Report to each of your classes promptly and quietly. If you must be late for class, be courteous enough to enter quietly to avoid disrupting the attention of others while they work.
2. Bring all necessary materials with you for each class. Organize them on your desk and prepare to begin work.
3. Give your class work your undivided attention. Pay strict attention to what your instructor is doing. Learning is a highly personal thing that requires concentration and work, and you should want to learn everything you can.
4. Have your assignment carefully prepared, and be ready to make a contribution to the class when called upon. If you have difficulty in your study efforts, you should consult your instructor regarding effective study techniques. Your counselor can also give you helpful hints.
5. Maintain a friendly and courteous attitude during each class period. Refrain from interrupting others when they are making their contributions to the class. Take part in class discussions, but don't act as if your ideas are superior to those of your classmates. Listen to what others have to say and respect their ideas even if they are contrary to what you believe.
6. Be academically responsible and acquire all assignments and prepare them on time.
7. Never copy or help another person to cheat.
8. Refrain from bringing minor children to class unless the minor child is enrolled in the class or in a special or summer program. This seriously impedes the teaching process. Minor children must not be on campus during normal working hours unless supervised by an adult.
9. Turn off electronic devices during classes (including labs and clinical), in library/ media centers and during business/school sponsored activities unless approved by instructor/ college official.

## **CONDUCT IN ONLINE CLASSES (MSVCC)**

A student who is enrolled in a distance learning class MUST:

1. Maintain a sense of respect and professionalism in all communications with classmates, faculty and staff.
2. Give undivided attention to the class and pay close attention to the requests of the instructor.
3. Have assignments prepared carefully and be ready to make a contribution to the class.
4. Have all assignments in order and prepared on time.
5. Never copy another student's assignments or help other persons cheat.
6. Never bring minor children in the proctored testing labs or to the campus unless they are under adult supervision at all times.

## **CONDUCT IN THE LIBRARIES**

The College libraries provide students with a place to study, read and research undisturbed. Trained librarians are also available to help students and make suggestions which will make research and study more productive. In return, as a college student, you are expected to be a responsible citizen who:

1. Observes all library rules and regulations.
2. Call on the librarians when help is needed and after a preliminary search has been made.
3. Always return books and magazines to their proper places.
4. Maintain a quiet atmosphere at all times.
5. Return all library materials on time.
6. Avoid disfiguring library books and magazines and encourage other students to do the same.
7. Turn off Cell phones, pagers, PDA, Ipods, MP3 Players, etc. (See fines and regulation in Student Conduct section: Cell phones, pagers, PDA, Ipods, MP3 Players, and other electronic devices must be turned off during classes (including labs and clinical), in library/ media centers and during business/school sponsored activities.)

## CONDUCT IN CLUB OR GROUP MEETINGS

Belonging to a club, you should do your part to make it a success. Besides carrying on necessary business, meetings provide an excellent opportunity for you to practice good citizenship by:

1. Learning to abide by parliamentary rules.
2. Knowing how to call a meeting to order, how to make a motion, how to second a motion, how to appoint committees and how to elect officers.
3. Attending meetings regularly.
4. Respecting the opinion of those who disagree with you.
5. Making worthy contributions to programs and activities.

## CONDUCT IN DINING SERVICES/CAFETERIA

Our society has developed rather rigid rules concerning acceptable behavior in places where food is served. This is true in restaurants and cafes as well as in your College cafeteria. These rules are so universally understood that violations are quickly apparent to others. How you enter and leave the dining area, your general table manners, and the way you handle your food all indicate a measure of mature behavior.

The following suggestions represent some of the more important rules of conduct accepted by the majority of your friends. The good college citizen will:

1. Always keep your proper place in line while waiting for a table.
2. Give and receive your food order courteously. Food service employees and other food handlers have a difficult task serving everyone and deserve to be treated with respect. Be quiet and orderly while eating. Avoid shouting to others or making unnecessary noise.
3. Make meal time pleasant by being a good table companion. Take time to visit with others while you eat.
4. Put chair in place when leaving, place tray and dishes in proper area and throw trash in the trash can. Leave floor, table and chair tidy. Help the next person in line enjoy meals in a clean and sanitary setting.

## DINING SERVICES REGULATIONS

### Student Dining Center Rules/Regulations - Unlimited Meal Plan: Raymond and Utica Campuses

1. The use of cell phones or earbuds in the cashier line or at the serving line is prohibited.
2. The Dining Center will be open only during the posted hours for meal service. The facility will be closed between posted service hours.
3. Students should have their ID card ready to scan when they reach the cashier stand. Only one meal may be scanned during each dining period—for example, one meal for breakfast.
4. A student without a meal plan must show an active Hinds ID card and pay when entering the Dining Center. A residence hall student's ID card will indicate the meal plan and will be scanned at the entry to the Dining Center. Payment for a meal may be made with an active paid meal plan on the ID, with cash, with a prepaid commuter meal card, or with a credit card.
5. Only students paying for meals and guests of a student paying for a meal will be allowed into the Dining Center. There are no exceptions to this policy!
6. Hinds CC commuter meal cards are not transferrable and may not be used by another person.
7. No food service property may be removed from the Dining Center. Prior to leaving the dining center ALL items used by the customer must be taken to the tray return.
8. A student may choose to eat in the Dining Center or may request a "To Go" meal. The request for a "TO GO" meal must be done upon entering the dining center. A "TO GO" container will not be given once the customer has past the cashier stand. There is a nominal fee for the proper "TOGO" container which will be paid by the customer when entering the dining center. A "To Go" meal will include an entrée, a side item, a salad, a dessert, and a drink. A student requesting a "To Go" meal will be provided the "To Go" items upon entry to the Dining Center and must provide those to the line server for preparation of the meal. The individual must exit the Dining Center immediately after being served.
9. Customers are allowed to have one (1) dinner plate in their position at any time. Before getting another entrée the previous plate MUST be taken to the tray return.
10. The exit doors in the Dining Center may ONLY be used for exiting the facility. There are no exceptions to this policy!

11. Students are not allowed to bring any type of food or beverage containers into the dining hall. This includes any type of water bottles or containers that could be used to store food.
12. If a student must use the restroom while in the dining hall they must leave their ID with the cashier on duty and may retrieve it upon returning to the cashier stand.

## **CONDUCT IN WELLNESS COMPLEX AND GYMNASIUM REGULATIONS**

Students who enter the Wellness Complex to participate in any physical activity are required to adhere to the following rules:

1. Purchase a current semester membership, that cannot be shared.
2. A valid Student ID card or membership card is required to access the Wellness Complex.
3. All participants are required to dress in athletic wear and sneakers.
4. All participants are required to wear shirts.
5. No food or drinks allowed in the gymnasium area. (Bottled water only)
6. No dunking the ball or hanging on the rims in the gymnasium.

Failure to adhere to the rules will result in immediate expulsion from the facility and student conduct referral. In the student conduct hearing, the sanctions could result in membership suspension or fines.

## **DANGEROUS WEAPON ON SCHOOL OR COLLEGE PREMISES**

The Hinds Community College Board of Trustees recognize that the possession of pistols, firearms, or other weapons in any college building or on college property or at college functions by persons other than duly authorized law enforcement officials creates an unreasonable and unwarranted risk of injury or death to district employees, students, visitors, and guests and further creates an unreasonable and unwarranted risk of damage to properties of district employees, students, visitors, and guests. Because of such dangers, the Board hereby prohibits the possession of pistols, firearms, or weapons in any form by any person other than duly authorized law enforcement officials on any college building or on college property or at college functions, regardless of whether any such person possesses a valid permit or enhanced carry permit to carry such pistols, firearms, or weapons. (Revised: 7/2015)

## **DRESS CODE POLICY and PROCEDURE**

STUDENTS, FACULTY, STAFF AND GUESTS OF HINDS COMMUNITY COLLEGE SHALL DRESS IN A MANNER APPROPRIATE FOR AN INSTITUTION OF HIGHER EDUCATION. CLOTHING THAT BEARS OBSCENE GESTURES OR LANGUAGE, IS IN ANY WAY PROVOCATIVE, AND/OR REVEALS UNDERGARMENTS OR INAPPROPRIATELY EXPOSES ONE'S BODY IS PROHIBITED. STUDENTS, FACULTY, STAFF AND GUESTS MAY BE ASKED TO LEAVE CAMPUS BY ANY COLLEGE OFFICIAL. PUNITIVE ACTIONS MAY BE IMPOSED.

The College President, campus vice presidents, campus deans' of students/the District Dean of Student Services, campus deans/assistant deans, police officers/security officers, instructors and all office employees shall be given the primary responsibility for teaching students what the appropriate student dress is while in class and on campus grounds.

### **College employees' responsibilities:**

1. All employees will be informed of the College's dress code annually and, via new employee orientation.
2. Instructors should review this code with each class and enforce the dress code by being alert to violators in their classes and in the hallways.

### **Students and prospective students/guests shall be:**

1. Verbally informed of the college's dress code if they are seen on campus in clothing that bears obscene gestures or language, is in any way provocative, and/or reveals undergarments or inappropriately exposes one's body.
2. Asked to adjust clothing or to leave class/campus and return in appropriate clothing. They may be referred to a counselor, dean or assistant dean if they have a question.

3. Informed by instructors that the current STUDENT HANDBOOK contains the College regulations/student conduct codes and that these may also be found on the College's website.
4. Advised that they have been or can be fined per college student conduct code in current STUDENT HANDBOOK. An employee can, on the second violation, give the student a dress code fine by emailing the student, the campus Dean of Students/Operating Dean and Campus Business officer or Campus Police to add the fine to the student's record.
5. Referred to a student conduct hearing if student does not choose to abide by the request from a campus employee. Due process shall be followed in any student conduct hearing.

## **STUDENT CONDUCT PROCEDURES**

### **I. PURPOSE OF REGULATIONS**

The underlying principles of College regulations enable the College to operate as a public institution of higher education in a manner consistent with ideals of taxpayers of the five supporting counties, the State of Mississippi and for the purpose of freedom from interference with the educational process.

In order to insure appropriate standards of conduct are maintained by students, the College administration and faculty are encouraged to take individual initiative with students which will reduce the likelihood of more serious problems.

### **II. STUDENT RIGHTS, RESPONSIBILITY, AND CONDUCT ON CAMPUS**

Hinds Community College is concerned with maintaining an environment in which the rights of all members of the campus community are protected while they pursue their educational objectives and activities. It is important that each student become aware of and abide by the regulations published in the Student Handbook. It is also important that members of the College community be willing to confront violations and the infringement of another's rights by filing complaints procedure with Campus Police, the Housing Office, or the Dean of Students/Operating Dean.

Since the entrance of the first freshman class in 1922, students of Hinds Community College have observed rules of student conduct. All students enrolled at Hinds Community College are expected to be familiar with the policies of the College and conform to the standards of conduct contained in this document. Students/student organizations or clubs who fail to observe these standards of conduct will be referred to a Student Conduct Committee or an administrative hearing for appropriate action.

### **III. AUTHORITY FOR ENFORCEMENT**

The Dean of Students/Operating Dean is primarily responsible for the enforcement of student conduct. This authority is delegated to the Dean of Students/Operating Dean by the appropriate vice president via the President of the College, who has the ultimate responsibility for student conduct subject only to review by the Board of Trustees. The Dean of Students/Operating Dean may, at their discretion, assign a student conduct case to the local Student Conduct Committee.

Prosecution in criminal court for a violation of law does not necessarily preclude College student conduct action. Whether or not it is deemed appropriate and necessary for the College to take student conduct action will be determined by the Dean of Students/Operating Dean.

Prompt and decisive action may be taken by the Dean of Students/Operating Dean in cases where a student's continued presence on a campus or clinical setting constitutes an immediate threat or injury to the well-being of property, to themselves, to members of the College community, or to the proper and orderly functioning of the College. Students who are interim-suspended under such conditions will receive a prompt hearing on the charges against him/her.

#### **Interim-Suspension**

Any student charged with or convicted of a felony or when the continued presence of the student is deemed to present a danger to persons or property of the College or an ongoing threat of disrupting the operations of the College may be subject to immediate administrative suspension by the President of the College or his/her delegate. A hearing regarding the student's conduct will be held as soon as is practical.

All applicable rules and regulations set forth in College publications apply to all students, guests, visitors, and student organizations/club members.



Students and others are informed of the current College regulations for governance of students through publications in the College Catalog and the Student Handbook. Changes in regulations which do not coincide with the printing of the Catalog or Student Handbook will be published in an official Hinds email to the student or posted on the web site at [www.hindscc.edu](http://www.hindscc.edu) prior to enforcement of the new regulations

#### **IV. PROCEDURE TO FILE STUDENT CONDUCT REPORT**

The routine instances of minor misconduct which occasionally occur in the class or other group activity are the responsibility of the instructor or person in charge. Appropriate remedies generally include: stating clearly the accepted conditions of conduct, setting a proper example, appropriate verbal and/or written reprimands, and referring the student to the counselor, dean, or director for counseling and discussion of this matter.

When a student conduct violation has occurred and the student/individual has not complied with the directions from the college official then the matter can no longer be considered a minor infraction. When the instructor or College official has not been obeyed or has been threatened, the following procedure shall be followed:

1. If threatened, immediately call or get a Campus Police /Campus Security. If a state and/or federal law has been violated and the individual does not comply with the officer's directions, the person may/shall be put in jail and shall be immediately placed on interim suspension by Dean of Students/Operating Dean from Hinds Community College until a hearing date is determined.
2. The instructor or College official should verbally inform the student that he/she is charged with one or more conduct violations, which are described in the Student Handbook. If the instructor or College official informs the student that charges are being reported, this should occur in the presence of a witness, but preferably not before a class or group.
3. The instructor or College official should contact Campus Police/Campus Security, the Dean of Students/Operating Dean and report the charge at his/her earliest convenience.
4. The instructor or College official will notify his/her immediate supervisor of the matter.
5. The instructor or College official will file a verbal and written incident report with the Campus Police/Campus Security and Dean of Students/Operating Dean. The written report should be completed within 24 hours.
6. In the case of a classroom incident, the instructor may require that the student leave class and not return subject to an investigation of the matter and a decision to be made by the proper authorities (Dean of Students/Operating Dean) regarding disposition of the incident. During this process, not to exceed one week of classes or the equivalent, the student will not return to class. All such required absences will be excused if the student does not exceed excessive absences.

#### **V. CRIMINAL INVESTIGATION**

The Campus Police Department serves as the primary investigation agent of the College on matters requiring investigation. This department is staffed with professionals who have constabulary authority under the laws of the State of Mississippi. In College operated residence halls the Resident Hall Directors, Resident Assistants and Director of Housing perform investigation duties and work jointly with Campus Police and the Dean of Students/Operating Dean. All employees are encouraged to teach students good behavior and to request investigation assistance and/or to file a student conduct action report when the situation merits further action.

#### **VI. STUDENT CONDUCT PROCEDURES AND DUE PROCESS**

##### **A. Notification of Student Conduct Violation(s) and the Student Conduct Hearing Process**

An investigation of any reported student/student organization or club misconduct will be made before violation(s) of student conduct actions are initiated by the Dean of Students/Operating Dean/Designee. Such student conduct actions will be assigned to an administrative hearing officer/Local Student Conduct Committee by the Dean of Students/Operating Dean/Designee. Notification will specifically inform the student/student organization or club.

**Reporting Party** - the person who filed the report/complaint

**Respondent** - the person responding to the report/complaint against them

**Fact Witness** - a person(s) who witnessed alleged violation(s) and can provide fact.

**Due Process Rights:**

- 1) The right to All parties will receive notification of the date, time and location of the hearing, within three to five business days prior to the hearing.
- 2) The reporting and responding party may both seek assistance from an advisor. The advisor is limited to advising the student and may not otherwise participate in the hearing. In the event the advisor attempts to go beyond this role, they may be removed from the hearing. The reporting and responding party is allowed only one advisor in the hearing.
- 3) The reporting party is allowed to present fact witness (es) and evidence.
- 4) The responding party is allowed to present fact witness(es) and evidence. The responding party has the right to cross-examine witness(es).
- 5) The hearing officer or committee will address questions pertaining to the incident.
- 6) After all witness (es) are heard and evidence presented, the hearing officer or committee will make a decision and assign sanctions as deemed necessary. The decision will be based on the preponderance of the evidence standard.
- 7) The right to know the sanctions that may be imposed if found responsible or a plea of responsible. (Warning, Probation, Modified-suspension, Suspension, Expulsion)
- 8) The right to an Appeal (based on the criteria listed under the student conduct appeal section in the current Student Handbook.)

**B. Procedures during Student Conduct Hearing**

- 1) The Hearing Officer/Chairperson will review the violation(s) with the student.
- 2) The student will enter plea to each charge violation(s) and sign the document indicating his/her plea.
- 3) Student Conduct Hearings are private, confidential and not be open to the public.
- 4) Records of the outcome will be kept by the District Dean of Student Services/District Coordinator of Student Conduct in a secure place. FERPA will be followed in regard to access to student conduct records.
- 5) Hearings will be conducted in an orderly manner.
- 6) The responding party will have an opportunity to be heard in their own defense, either by oral testimony or written affidavit. If the student fails to attend the hearing, after being properly notified, the hearing shall proceed. If the student withdraws from the College after an alleged violation(s), the hearing shall be held in their absence and possible sanctions shall be enacted, if found responsible. And in any event, all findings of fact and recommendations shall be based upon proof of violation of policies, rules, and regulations by the responding party.
- 7) The responding party will have the opportunity to hear and refute all reports/ verbal statements against them. Where the evidence is presented in writing, the student will have the right to see and refute such written report. The responding party may present evidence on their own behalf, may reply to alleged-violations in his own words, and may present fact witnesses on their own behalf.
- 8) If a witness elects not to appear, a written affidavit may be used. An affidavit is a notarized document.
- 9) The burden of proof will rest upon those bringing the charges, and all matters upon which the decision is based must be entered as evidence during the hearing. The decision will be based on the preponderance of the evidence standard. Formal rules of evidence will not be used.
- 10) The student's status at the College will not be altered pending final student conduct action on the alleged violation (s) except as cited below. Prompt and decisive action may be taken by the Dean of Students/Operating Dean in cases where a student's continued presence on a campus or clinical setting constitutes an immediate threat or injury to the well-being of property, to themselves, to members of the College community, or to the proper and orderly functioning of the College.

**C. Findings and Recommendations**

- At the conclusion of a hearing the hearing officer/chairperson of the Student Conduct Committee will prepare in writing the findings and sanctions with recommendations (Student Conduct Hearing Report Form). These findings and recommendations will be submitted to the Dean of Students/Operating Dean within 72 hours after the completion of

the hearing. This time limit may be extended under unusual or extenuating circumstances, with the approval of the appropriate vice president.

- The appropriate vice president's signature of approval is required for all student conduct cases. If sanctions are imposed, a copy of the Student Conduct Hearing Report shall be sent to the District Coordinator of Student Conduct who will have restrictions placed on the student's record. The District Dean of Students or District Coordinator of Student Conduct will coordinate with counselors and deans to determine when computer restrictions for student conduct action may be removed.

## VII. STUDENT CONDUCT VIOLATION CODES

The following code violations, although not all inclusive, list some behaviors that if students chose to violate the codes, the student has chosen to be subject to possible arrest and to student conduct action that can lead to probation, suspension or expulsion from Hinds Community College. All codes pertain to college activities whether on or off the campus.

1. **Academic Dishonesty.** Plagiarism, cheating, legitimate collaboration or any other behavior that will harm, damage or endanger any person or property or hinder class continuance is prohibited. (See section entitled ACADEMIC HONESTY.)
2. **Aiding and/or Inciting.** Aiding, persuading, and/or procuring another person(s) to commit any act of misconduct in the college community or environment; persuading or aiding another person to breach the peace on college premises; gathering of groups of students on/off of the premises in such a manner as to cause damage to public or private property or injury to persons; or interfering with the orderly functioning of the college or with the normal flow of traffic or ordinary procedures is not permitted.
3. **Alcohol/Drugs/Synthetic Drugs/Other Substances and/or Intoxication.** The following are prohibited: sale, possession, consumption, use, under the influence or distribution of alcohol, No alcoholic beverage containers, empty or full are allowed anywhere on campus, or illegal drugs on the campus; the use or possession of drug paraphernalia; and engaging in any disorderly conduct as a result of intoxication, regardless of whether such conduct results in injury to persons or property.
4. **Animals, including Pets.** Having pets or other animals on campus without the written permission of the Dean of Students is not permitted. Service animals when accompanied by the owner are excluded from this prohibition.
5. **Arson/Fire Setting.** Creating fires of any kind is not permitted or the use of fireworks. Approved college sponsored activities are excluded from this prohibition.
6. **Assault.** Any intentional behavior that causes or may cause physical harm to another individual is prohibited. This includes sexual, simple and aggravated assault, or fighting.
7. **Classroom and General Campus Violations Warranting Fines and/or Student Conduct Hearing.** (1st offense \$100 fine, 2nd offense \$100 fine, 3rd offense student conduct hearing and possible sanctions up to student conduct suspension from the class, facility, residence hall or the college)
  - A. Breaking college transportation or parking rules
  - B. Using a cell phone, PDA, iPod, recording device or other communication device in classrooms, assemblies, labs or clinical without prior consent of the instructor/college officials
  - C. Gambling of any form
  - D. Wearing inappropriate dress attire as defined by the College Dress Code Policy
  - E. Violation of wellness complex, fitness center or gymnasium rules
  - F. Loitering, Littering or Curfew
  - G. Excessive noise or loud music
  - H. Use of any tobacco products/ electronic cigarettes/smokeless tobacco
  - I. Failure to have a valid college student identification card visible on one's person while on college property or failure to present it to a college official when requested.
  - J. Selling any unauthorized items, such as: DVDs, CDs, snacks, food, clothing, merchandise, etc.
  - K. Having minor children in classrooms or on campus in violation of Minor Children on Campus regulation.

- L. Propping open or using unauthorized exit doors in any building
  - M. Public profanity or cursing, including obscene language on clothing
8. **Contempt of Student Conduct Hearing Notice.** Failure to appear before a student conduct body or hearing officer after receiving notification of a scheduled student conduct hearing or conference, willful disrespect for a college student conduct procedure, or failure to comply with student conduct conditions as sanctions imposed by student conduct body or student conduct hearing officer, contempt charges will subject the student to the possible forfeiture of due process rights, probation, suspension, or expulsion.
  9. **Damage or Destruction of Property (Vandalism).** Abuse, damage, destruction, or defacement of college, state, federal, public, or private property.
  10. **Dangerous, Threatening, and/or Unsafe Behavior.** Conduct or behavior of students which threatens or endangers the health or safety to self or any other person. This conduct behavior includes, but is not limited to, threats generated orally or through a writing of text messages or using social media sites which intend injury or harm to self/others or the playing of practical jokes, horse playing, abductions, kidnapping or any behavior on or off campus that may bring danger to members of the campus community.
  11. **Disruptive or Disorderly Conduct.** Any offensive or annoying act that disrupts the peace and interferes with the normal operations of the college. This behavior includes the intentional obstruction, interruption, or disruption of teaching, research, ceremonies, student conduct proceedings, or other activities; interfering with duties of a student or college official or withholding information vital to any investigation carried out by an authorized agent of the college. Disrespecting others, including: instructors, administrators, staff, housing staff including resident assistants (RA's), campus police/security, athletic staff, custodial staff and guests.
  12. **Distribution of Illicit or Unauthorized Printed or Electronic Material.** The distribution of printed or electronically recorded materials that are libelous, derogatory, scurrilous, sexually explicit, pornographic, or that encourages violations of public laws or college regulations. (see Copyright Infringement Policies and Sanctions in current Student Handbook)
  13. **Failure to Comply (oral/written).** Failure to comply with the directions of college officials who are acting in the performance of their duties or failure to promptly identify oneself to college officials when requested.
  14. **Forgery, Dishonesty, Fraudulent Acts, and/or Misrepresentation.** Forgery of names, signatures, and documents. Forgery, deceptive acts, misrepresentation and/or dishonest acts include, but are not limited to alteration or misuse of college documents, records, student identification cards and fraudulently issuing worthless checks to college. Lying or knowingly furnishing false information to the college or college officials is prohibited.
  15. **Guest's Behavior.** Responsibility for the behavior of guests whom students invite to the campus or permit to visit on the campus. If a guest is found to be in violation of the Code of Conduct while in the company of the student host or with the student host's knowledge, applicable charges will be brought against the guest, as well as against the student host or the host student organization.
  16. **Harassment (Verbal and/or Physical and/or Sexual Harassment).** The excessive physical annoyance of or the use of verbally abusive language by any person on college owned or controlled property or while on the premises of, or while in attendance of college-sponsored events. Verbal assaults, derogatory comments or remarks, bullying, gang like behavior, sexist remarks, racist remarks or any behavior that places another member of the college community in a state of fear or anxiety is prohibited. Any unwelcome and unsolicited sexual advances, requests for sexual favors or other verbal, visual or physical conduct or communication with sexual overtones that the victim deems offensive. Such acts are taken seriously by the college and will not be tolerated. Person's making false accusations will be subjected to student conduct action.
  17. **Safety Code Violations.** Any behavior which creates a risk or danger to others or property of the college community. Speaking or writing a false fire or bomb alert by any means; theft, removal of, or tampering with security cameras, fire extinguishers or safety equipment, exit signs, smoke alarms and detectors, fire hoses, sprinkler systems; or violation of college guidelines regarding fire safety, or standard safety (e.g., failure to follow evacuation

procedures or obstructing the evacuation of a building during a fire, fire drill, or any other type of emergency).

18. **Housing Violations** (1st offense \$50 fine, 2nd offense \$100 fine, 3rd offense student conduct hearing with sanctions and student conduct suspension from the residence hall and possibly from the College, except item D) Students must comply with housing rules and residence life regulations including visitation policies. Any combination of three (3) violations may result in termination of housing privileges and possible suspension/expulsion from the college. In addition to other violations, the following are prohibited in the residence halls and/or college:
  - A. Cooking with hotplates, electrical/gas/charcoal grills, lighting incense, utilizing pots with aromas, or using any unauthorized electrical appliance
  - B. Violating residence hall quiet hours
  - C. Defacing property by hanging or displaying unauthorized objects from windows or any area outside the residence hall or by attaching any unauthorized TV cable or outside
  - D. Contributing to unclean or unsanitary conditions in rooms or bathrooms in residence halls
  - E. Displaying of alcohol or drug containers, paraphernalia or posters
  - F. Engaging in barbering/cosmetology practices
  - G. Having minor children in campus residence hall in violation of Minor Children on Campus regulation.
  - H. Higher fine and consequence (includes but is not limited to): –Obstructing or propping open or using unauthorized exit doors in any residence hall building, room or suite; alcohol or drug possession in or around the residence halls (This includes but is not limited to displaying alcohol or drug containers, paraphernalia, or posters.); failure to comply/evacuate during a fire drill or tornado drill; removal of smoke detector(s); smoking anywhere in the residence hall (Hinds Community College is a smoke free campus); and using emergency exit doors in a non-emergency situation.
  - I. Higher fine and consequence - Violating any rule regarding housing visitation including, but not limited to, having unauthorized visits with members of the opposite sex, having overnight guests in the residence hall, having guests after curfew, or having individuals staying in a room who have not paid for a room. If the visitor(s) are not a Hinds CC student, the occupant will pay the visitors' fines. (1st offense - \$200 fine per person, 2nd offense student conduct hearing sanctions and student conduct suspension from the residence hall and possibly from the College)
19. **Indecent, Obscene, Immoral Behavior.** Conduct or speech which is disorderly, disruptive or obscene. This includes participating in any form of sexual activity while on college property.
20. **Nursing/Allied Health.** Violating rules or regulations of clinical affiliations for nursing and allied programs
21. **Solicitation.** The unauthorized selling, collection of monies, and promotion of unapproved events/sales via print or electronic notification on campus or within college buildings without prior permission of the Dean of Students/Operating Dean. Students may not act as soliciting agents for business firms or receive business offers or goods on college property.
22. **Theft/failure to pay fees, return equipment, supplies or uniforms.** The unauthorized use, taking, or withholding of anything of value belonging to another individual, campus organization or department. The failure to pay fees, deferred fees, traffic penalties, library penalties, bookstore charges, housing fees, student loans, and other financial obligations to the College will be handled as an administrative procedure with the appropriate department initiating a hold on the student's record. Students who present bad checks or debit/credit card (insufficient funds) will be referred for record holds, to collection agencies and/or for student conduct action.
23. **Trespassing and/or Unauthorized Use/Entry of College Facilities and/or Property.** The unauthorized presence within or use of any building or property owned or operated by the college, the unauthorized entry into a facility, or the remaining in a facility, room or office under the control of another after having been asked to leave. This may include the use of college computers, computer accounts, and computer systems, as well as, joyriding or tampering with college equipment or vehicles.



24. **Violation of College policies Student Organization regulations.** Violations of College Policies/Code of Conduct/Student Organization Regulations, including failure to file student organization officer rosters and failure to file for approval of events.
25. **Violations of Law.** Any act, which if committed within the limits of a city, town, or village or in any public place would be a violation of the general laws of Mississippi, shall be criminal and punishable if done on the campus grounds or roads of any of the State supported community/junior colleges. Application of general criminal laws of state. 37-29-275 Mississippi Code of 1972 amended. Students arrested for felony violations, whether on or off campus, can be interim suspended when the continued presence of the student is deemed to present a danger to persons or property of the College or an ongoing threat of disrupting the operations of the College. The conviction or arrest of a student for a criminal offense which interferes with the orderly educational operation of the college or is of a nature that, if the student were allowed to remain enrolled, would endanger the health, safety or property of the college community shall be sufficient grounds for student conduct action consistent with the policies and procedures of the college.
26. **Weapons/Firearms.** The use, possession, or display of weapons, knives, firearms, or explosives on the premises of the college. This includes all weapons listed in the Mississippi Code 97-37-17.
27. **Incapacitating Devices/Mace/Pepper Spray.** The following are prohibited: the use of, possession of, or display of any incapacitating device, including taser, stun guns, or any other device that emits an electrical current; any item that deprives a person of strength or ability to function as normal; any item that causes a person to become disabled.
28. **Sexual Misconduct:** The College prohibits any form of sex discrimination, including sexual misconduct. Sexual misconduct is a broad term encompassing any non-consensual behavior of a sexual nature that is committed by force or intimidation or that is otherwise unwelcome. Sexual misconduct may include behaviors such as sexual assault, rape, harassment, domestic violence, dating violence, stalking and any other behavior that is non-consensual or that has the purpose or effect of threatening, intimidating, or coercing a person or persons. For additional details regarding sexual misconduct Policy/Title IX, refer to Student Services homepage on the college website.

## VIII. SANCTIONS

**The Administrative persons and Local Student Conduct Committees have the authority to assign sanctions which may include, but are not limited to the following:**

1. Verbal warning: Issuance of a verbal warning that the behavior will bring consequences if repeated.
2. Written warning: Issuance of a written warning that the behavior will bring consequences if repeated. Written warnings establish a student conduct file. (defines that a non-punitive file exists)
3. Fine: The fining for violations of rules, laws and/or policy. The amount of fine will vary depending upon the nature and severity of the offense. Fines may range from \$50.00 to \$500.00
4. Residence Hall Dismissal/room change: Requirement to vacate a residence hall for violation(s) of residence hall policies and/or other institutional policies. Students are not allowed to visit any residence hall or to be in the vicinity of a hall when assigned this sanction.
5. Mandatory Counseling/Educational Sessions/Drug Hair Follicle Testing/MD proof medications taken: Behavioral counseling or educational sessions on a stated regular basis or Hair Follicle test to prove whether drug free or not before reentry. Written medical proof that student has been taking prescribed medication and is not a danger to self or others and is ready to resume college work.
6. Community Service: Specified work hours with a mentor in a campus office or community service.
7. Restriction: Restriction from entering certain facilities or from specified student privileges.
8. Restitution: Replacement by the student of any private or public property that has been damaged or destroyed.



9. Student Conduct Probation: No longer being considered in good standing in terms of conduct. Further violations of regulations during a probationary period may result in suspension, dismissal or expulsion. Certain student privileges are suspended during a probationary period. Student conduct probation shall be combined with one of the following: Restitution, Restriction, Community Service, Mandatory Counseling/ Educational Sessions, Residence Hall Dismissal and/or Fine.
10. Withdrawal: Withdrawal from a class or classes. Students will owe any fees that may become due upon withdrawal.
11. Modified Suspension: Suspension of all privileges except attending class and using learning resources for a designated period of time. The student is allowed on campus only to attend class and use learning resources and must leave campus at the specified time. The student must observe all other stipulations specified under his/her suspension. The student must complete all requirements before being allowed to return on probation.
12. Interim Suspension: Temporary suspension from the College while awaiting a hearing. Any student charged with or convicted of a felony or when the continued presence of the student is deemed to present a danger to persons or property of the College or an ongoing threat of disrupting the operations of the College may be subject to immediate administrative suspension by the President of the College or his/her delegate. A hearing regarding the student's conduct will be held as soon as is practical.
13. Suspension: Separation from Hinds Community College for a specific time. The student is not allowed on college premises without specific permission from the Vice President of the campus or Dean of Students/Operating Dean or his/her designee. The student must complete all requirements before being allowed to return on probation.
14. Expulsion: Permanent separation from the College with no right to participate in any College activity. The expelled student is never allowed to visit on any College property. A transcript may be ordered through the mail or via the College's website.

**The Residence Hall Student Conduct Committees have the authority to assign sanctions which may include, but are not limited to the following:**

1. Verbal warning: Issuance of a verbal warning that the behavior will bring consequences if repeated.
2. Written warning: Issuance of a written warning that the behavior will bring consequences if repeated. Written warnings establish a student conduct file.
3. Fine(s): The fining for violations of rules, laws and/or policy. The amount of fine will vary depending upon the nature and severity of the offense. Fines may range from \$50.00 to \$500.00.
4. Residence Hall Dismissal/room change: Requirement to vacate a residence hall for violation(s) of residence hall policies and/or other institutional policies. Students are not allowed to visit any residence hall or to be in the vicinity of a hall when assigned this sanction.
5. Mandatory Counseling/Educational Sessions/Drug Hair Follicle Testing/MD proof medications taken: Behavioral counseling or educational sessions on a stated regular basis or Hair Follicle test to prove whether drug free or not before reentry. Written medical proof that student has been taking prescribed medication and is not a danger to self or others, and is ready to resume college work.
6. Community Service: Specified work hours with a mentor in a campus office or community service.
7. Restriction: Restriction from entering certain facilities or from specified student privileges.
8. Restitution: Replacement by the student of any private or public property that has been damaged or destroyed.
9. Student Conduct Probation: No longer being considered in good standing in terms of conduct. Further violations of regulations during a probationary period may result in suspension, dismissal or expulsion. Certain student privileges are suspended during a probationary period. Student conduct probation shall be combined with one of the following: Restitution, Restriction, Community Service, Mandatory Counseling/ Educational Sessions, Residence Hall Dismissal and/or Fine.

## IX. Appeals Process

The student, group, or registered organization being disciplined may appeal a decision reached by a student conduct committee or administrative hearing. A request for an appeal must be made in writing to the Dean of Students or Operating Dean within a period of three (3) working days from the date of notification. A residence hall student who appeals an expulsion, suspension or residence hall dismissal may be required to vacate the residence halls while the appeal is pending. An appeal must be based on one or more of the following reasons:

1. Due process rights were violated;
2. Inadequate evidence or new evidence became available; or
3. The sanction received was arbitrarily harsh or capricious.

The student, group, or organization being disciplined must detail in writing why they are appealing. Any student or group not submitting a written appeal by the appointed date forfeits any further consideration in this matter. The student or group members may be suspended from classes and all activities during the appeal process. The appeal will be reviewed by the District Appeals Committee, District Dean of Student Services or by an assigned administrative hearing officer.

The District Appeals Committee, District Dean of Student Services or administrative hearing officer will review the written documentation and other related materials, it will then grant or deny the appeal. The student will be notified in writing of the decision. Following the notification by the student, group, or organization of intent to appeal and pending the appeal meeting, any student conduct action taken by the College shall be delayed unless the Dean of Students/Operating Dean has determined that the continued presence on campus of the charged student, group, or organization is deemed to present a danger to persons or property of the College or an ongoing threat of disrupting the operations of the College.

The Letter of Appeal form is available in the office of the Dean of Students or Operating Dean and must be completed within three days after the decision. If the appeal is without merit, the appeal is denied. The appeal process is administered by the District Dean for Student Services. Process questions may be asked by calling a Dean of students or operating campus dean.

### Confidentiality of Student Conduct Files

For every student/student organization or club referred for student conduct action to the office of the Dean of Students/Operating Dean, a student conduct file is established. A student's student conduct file contains the reports of the incident and all correspondence. Restrictions will be placed in the computer data base. These files are maintained as a means of keeping up with the student's student conduct status. While the files may be used for internal administrative purposes, they are not released to others outside the College except under court order. Student conduct suspension or expulsion, may only be placed on a transcript with the approval of the President.

In cases resulting in a written reprimand, College probation, suspension or expulsion, and residence hall suspension, the student conduct file will be maintained as a student conduct record.

A student conduct record means that information from the file may be released to employers, other academic institutions, or governmental agencies where the student authorizes release specifically in writing or the documents are subpoenaed. Information regarding lesser penalties is not released. A student may review his/her student conduct file with the dean by making an appointment to do so.

## X. APPEAL AND STUDENT CONDUCT COMMITTEES

**Local Student Conduct Committees:** Function to afford fair and reasonable consideration to every student who is accused of violating one or more of the standards of conduct. Local Student Conduct Committees are appointed by the appropriate vice presidents of the campuses or centers. One shall be appointed for each of the following: Raymond, Jackson-ATC, Utica, Jackson-NAHC, Rankin, Vicksburg-Warren. Each committee shall consist of the following membership: six (6) students and eight (8) employees. A total of five must be present to conduct a hearing, two of whom should be students.

**Residence Hall Student Conduct Committee:** May be used with the written permission of the President to handle violations by residents which occur in the residence halls and surrounding grounds area. The SGA President, the Dean of Students, and the Director of Residence Life shall recommend six (6) male and six (6) female residence students to serve on the Residence Hall Student

Conduct Committee. A minimum of five (5) and a maximum of seven (7) students shall hear each case. The Coordinator of Student Conduct will be a non-voting advisor to the board. The Dean of Students Offices will assign cases to the committee. This decision is based on type of interaction, location of interaction, professional assessment of behavior, current student conduct status, and case load of committee.

**Traffic Appeals Committee(s) (Student Appeals):** A Traffic Appeals Committee may be appointed at each campus by the Student Government President as defined in the local constitution. Appointments shall be approved by the appropriate student Senate and Dean of Students/Operating Dean. This committee works jointly with Campus Police. A Campus Police officer or the Dean of Students/or designee shall be present at each hearing to serve as a non-voting advisor. Minutes of each meeting shall be filed with the Campus Police Chief and the Dean of Students/Operating Dean. (Use form entitled Traffic Appeal.)

**Local Student Services Committee(s):** Shall be appointed by the appropriate campus Vice President. This committee shall rule on due process related to readmission, housing, violation fines, and scholastic standings as defined by Hinds CC Student Handbook, Catalog and federal or state law. (Use form entitled Letter of Appeal.) The financial aid appeals are initiated in the Financial Aid Appeals office at the Raymond campus. This office processes the paperwork for review by the financial aid director or designee for a decision. If student is not pleased with decision, the student can, in writing, ask for a review by the Dean of Students Committee. The Local Student Services Committee makes the final decision in the appeal process.

**District Appeals Committee:** Shall be appointed by District Dean for Student Services or designee. It shall be the appellate body for Administrative Student Conduct Hearings, Local Student Services Committees, Local Student Conduct Committees, Residence Hall Student Conduct Committee, and Traffic Appeal Committees. The Committee shall be chaired by the District Dean for Student Services or designee and shall be composed of two or more District employees and one or more employees from each location. Three persons may serve on an appeal case. The appeal results shall be communicated to the appropriate vice president.

The appeal will be in written form. When requested by the student the appeal shall be sent by the District Dean of Student Services to the President for his review and response. (Use Letter of Appeals Form.)

**Instructional Appeals Committees:** Each campus will have a local Instructional Appeals committee, for the purpose of reviewing the appeal of a final course grade, appointed by the District Dean for College Parallel Programs and the Vice-President for Occupational Programs. Each local Instructional Appeals committee will be composed of two faculty members from academic areas, two faculty members from career-technical areas, one additional faculty member from either area, and one alternate who will serve in the absence of a regular member. A local Instructional Appeals committee will also be appointed for distance learning courses, composed of two distance-learning faculty members from academic areas, two distance-learning faculty members from career-technical areas, one additional distance learning faculty member from both area, and one alternate.

## **BULLYING OR HARASSING BEHAVIOR**

Hinds Community College (hereafter "Hinds CC") does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or college employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on college property, at any college-sponsored function, or on a college bus, or when it takes place off college property when such conduct, in the determination of the appropriate administrator, renders the offending person's presence in the classroom a disruption to the educational environment of the college or a detriment to the best interest and welfare of the students and instructor of such class as a whole.

Hinds CC will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. Hinds CC encourages anyone who has witnessed or has reliable information that a student or college employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate official.

The Board of Trustees directs the president or his designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures should be appropriately placed in personnel policy handbooks, student handbooks that include student conduct policies and procedures, and any other policy or procedure that deals with student or employee behavior. The student conduct policies and procedures must recognize the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, Hinds CC defines "reasonable action" as promptly reporting the behavior to an instructor, counselor, or other school employee when subjected to bullying or harassing behavior. (Policy #742 previously under Hinds/AHS #1124 accepted on 9/7/2011)

(Revised: December 2015)

## **CAMPUS PROTEST & RALLIES REGULATIONS**

This definition applies to activities by any on-campus or off-campus individual or group.

If a student/student organization or off campus group intends to initiate a demonstration or event that may draw a large crowd or require a campus police presence, the entity must receive approval from the Dean of Students or Operating Dean's Office at the designated campus. Requests must be submitted ten days prior to the event, and must be approved forty-eight (48) hours in advance of the activity. A facility request form must be completed, and approved by the Dean of Students or Operating Dean. Each campus has a designated area for such activity. The locations are listed below:

- Raymond Campus – grassy area in front of tennis court (east side of court)
- Rankin Campus – the wood bridge area connecting to the Academic Library
- Jackson ATC – east lot in front of the Alexander building
- Nursing/AHS – south side of Annex Building in the faculty/visitor parking area
- Utica Campus – Bobby G. Cooper parking lot
- Vicksburg Campus – cul-de-sac located in front of the Multi-Purpose building

The leader of this group must coordinate with Campus Police/Director of Security/Maintenance prior to the event to determine the acceptable area. The above conditions listed in the Campus Solicitation Regulations also applies to Protests and Rallies.

(Policy Instituted: January 2016)

## **DRUG-FREE ENVIRONMENT**

STATEMENT. The following policy of the Board of Trustees is quoted:  
1021 - DRUG-FREE ENVIRONMENT (May 3 1989; revised August 1, 1990)

IN COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT OF 1988, AS REVISED BY "THE DRUG FREE SCHOOLS AND COMMUNITIES ACT AMENDMENT OF 1989" (PUBLIC LAW 101- 226), THE COLLEGE IS REQUIRED TO NOTIFY EMPLOYEES AND STUDENTS THAT THE UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSING, POSSESSION, OR USE OF A CONTROLLED SUBSTANCE IS PROHIBITED IN THE COLLEGE ENVIRONMENT. EMPLOYEES MAY BE SUSPENDED WITHOUT PAY UP TO 30 DAYS OR DISMISSED FOR THE FIRST OCCURRENCE OF ANY OF THE ABOVE ACTS. (MAY 3, 1989) ALL STUDENTS FOUND GUILTY OF VIOLATIONS RESULTING FROM SUBSTANCE USE OR ABUSE MAY BE SUSPENDED OR EXPELLED FROM SCHOOL AND/OR THE RESIDENCE HALL FOR ONE SEMESTER OR MORE AS DECIDED AT THE HEARING. (AUGUST 1, 1990) ALCOHOL IS CONSIDERED A CONTROLLED SUBSTANCE UNDER THIS POLICY.

**CLARIFICATION:** Any person in the role of a student at Hinds Community College who exhibits sensory symptoms or behavior indicative that he/she is under the influence of mind altering substances may be required to have a drug and/or alcohol screening preformed immediately. Lab

results, if indicated, must be submitted to the Hinds Community College Location Dean/Dean of Students. Medical doctor, lab fees, or further treatment costs will be the responsibility of the student. If the test is positive, the student will be suspended or expelled from the college and must seek rehabilitation. The Counseling Center in Ridgeland is the Employee and Student Assistance Provider. The student may be considered for readmission following counseling and appropriate treatment. The student may appeal this action by following the District appeals process.

Current drug symptoms, effects, laws, services offered through the College Assistance Program, College counseling services and penalties for both state and federal laws are available on the College's Web site under the Orientation link by going to [www.hindscc.edu/Orientation](http://www.hindscc.edu/Orientation) and choosing the publication Drug and Alcohol Awareness. To find alcohol and drug prevention information and facts concerning blood alcohol content in order to make wise decisions, search <http://www.health.org> for facts.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

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, the student becomes the owner 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 Hinds CC 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 Hinds CC 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 ensure that the requesting student is able to view his or her educational record.
2. The right to request the amendment of the student's 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 Hinds CC 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 Hinds CC decides not to amend the record as requested by the student, Hinds CC 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 may authorize disclosure without student consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Hinds CC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with whom Hinds CC 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 student conduct 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, Hinds CC 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 Hinds CC 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 Hinds CC 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.

## NON-DIRECTORY INFORMATION

Non-directory Information is personally identifiable information such as grades, transcripts, grade point average (GPA), and scholastic/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. Hinds CC 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 Hinds CC website, must be completed by the student.

## PROCEDURE FOR IDENTIFICATION OF A STUDENT:

In person, ask for government picture identification (ID) and/or Hinds CC picture ID.

In a telephone conversation, verify by asking for three pieces of information:

- ID Number or last four digits of Social Security Number
- Date of Birth
- One additional piece of information (addresses, classes taken, etc.)

## FINANCIAL INFORMATION (Note: All Costs Subject To Change)

For financial information, student payment plan, refund policies, etc., see current *College Catalog* on the College Website at [www.hindsc.edu](http://www.hindsc.edu).

## ID CARD POLICY

**Hinds ID:** Must be worn on a visible location above the waist of the student (by lanyard around the neck, or by clipping on the collar/upper chest area of shirts) at all times when on college property.

An ID card is issued to each student as part of the registration process. Students are required to have and show a government issued photo ID to get a Hinds ID. No charge is made for the first card issued. The replacement cost for a lost, stolen, or missing ID card will be \$10. The ID card must be surrendered to any College official upon request. The Hinds Student ID card serves the student in many ways and must be worn on a visible location of one's person at all times when on college property. The card is needed for the following purposes:

1. For proof that you are a current student.
2. For taking proctored tests.
3. Admission to on-campus athletic events and out-of-town athletic events of the Mississippi Junior College Conference at student rates.



4. Identification at Business Office, Campus Bookstore, Campus Police Office, Financial Aid Office, Campus residence hall, Library, and Cafeteria.
5. Securing a copy of a College yearbook.
6. Vote in campus elections.

## **MISSING PERSON PROCEDURE FOR RESIDENT STUDENTS**

The purpose of this document is to establish procedures for Hinds Community College, to respond to and assist with reports of missing students as required under the Higher Education Opportunity Act of 2008. This procedure applies to students who reside on campus and are deemed missing or absent from the College for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior. Such circumstances could include, but are not limited to, reports or suspicions of foul play, suicidal thoughts, drug use, any life threatening situations, or where a student may be known to be with persons who may endanger the welfare of the student.

All reports of missing resident students shall be directed to the Campus Police Department, which will conduct an investigation to determine whether the student is missing. If a missing student is under 18 years of age, the College is required to notify the parent or guardian no later than 24 hours from the time the student was determined to be missing by the College. The College will also notify other law enforcement agencies if deemed necessary after the student is determined to be missing.

All residential students will have the opportunity to designate an individual or as missing person contacts, who will be notified by the College no more than 24 hours from the time the student is determined to be missing. All confidential missing person contacts information will be on file with Housing and Residence Life and will remain in effect until changed or revoked by the student. The information may be accessed only by authorized College officials.

Procedure:

1. Any and all reports of missing students shall be directed to the Campus Police Department.
2. An investigation will be initiated to determine the validity and credibility of the missing person report. The Campus Police Department and Housing/Residence Life will gather all essential information about the student from the person making the report and from the students' acquaintances. The information to be obtained includes, but is not limited to, personal descriptors, clothing last worn, locations where student may be, persons or witnesses who may have information, vehicle descriptions, information of the physical and mental well-being of the student, up-to-date photographs, class schedule, etc.
3. The Dean of Students or designee will notify the missing person contact individual that the student is missing. In the event the student is under 18 years of age or is not emancipated, the College shall make notification to the custodial parent or guardian.
4. If the listed actions are proven to be unsuccessful in locating the missing student, notification will be made to other agencies for assistance in the location of the missing student.
5. The Dean of Student's Office shall initiate whatever actions deemed appropriate and in the best interests of the missing student.
6. College President and his cabinet will be notified in accordance with this procedure.

## **PUBLIC INTOXICATION PROCEDURE**

The College forbids the possession and/or consumption of alcoholic beverages or drugs on the campus and/or at any activity sponsored by a student organization at the College on college owned or controlled property. Drunkenness or evidence of intoxication is a violation of law on college property. Drunkenness can be caused by alcohol, drugs, narcotics, or other intoxicating substances.

The College will take additional steps with students who appear impaired to the point where they are drunk (not in control of themselves) on campus in order to protect that student and the campus community. Therefore, if in the opinion of appropriate college officials a student is impaired (public drunk or under the control of mind altering substances), then the following action will be taken:

1. The student's parents or legal guardian will be called to come and take custody of the student (if the student is under the age of 21);

2. If the parent or legal guardian cannot be contacted, or if the parent or legal guardian refuses or is unable to take custody of the student within one and a half hours, then the student will be arrested and transported to jail.

### **What is Title IX and Sex Discrimination?**

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

### **What is Sexual Harassment?**

Defined by the U.S. Department of Education's Office for Civil Rights in the 2020 regulations, sexual harassment replaces sexual misconduct. Sexual harassment includes any of three types if misconduct on the basis of sex, all of which jeopardize the equal access to education that Title IX is designed to protect:

- (1) Any instance of quid pro quo harassment by a school's employee;
- (2) Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access;
- (3) Any instance of sexual assault, dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA)

### **What is a Title IX Coordinator?**

The Title IX Coordinator primary responsibility is coordinating the College's efforts to comply with and carry out the responsibilities under Title IX, at Hinds Community College. The Title IX Coordinator is responsible for receiving and reviewing complaints of sex discrimination and sexual harassment, as well as retaliation for the purpose of interfering with any rights or privileges secured by Title IX.

The Title IX Coordinator, designees includes the Lead Deputy Title IX Coordinator and Deputy Title IX Coordinators on each campus. Title IX Coordinators are also referred to as the recipient when submitting a complaint.

### **Lead Deputy Title IX Coordinator**

Is a designee of the Title IX Coordinator, who assist with overseeing the Title IX Sexual Harassment process.

### **Deputy Title IX Coordinators**

Each campus has trained employees to receive sex discrimination and sexual harassment report(s).

### **Hinds Designated Title IX Coordinator**

DeAndre House

Associate Vice President of Student Services

P.O.Box 1100 Raymond, MS 39154

Phone: 601.857.3353

Email: DeAndre.House@hindsgcc.edu

or TitleIX@hindsgcc.edu

## **TOBACCO-FREE POLICY**

In order to promote a healthy environment for students, employees, and visitors, Hinds Community College will become tobacco-free on all campuses, effective January 1, 2015. The use of all tobacco and smoking products to include cigarettes (also electronic), cigars, pipes, and dipping products inside and outside of any facility owned or operated by the College. This includes college-owned vehicles, sidewalks, and parking lots. This policy applies to faculty, staff, administrators, students, contractors, vendors, and visitors.

Exception:

The use of tobacco products is discouraged, but may be used by guests on the exterior of Eagle Ridge Hotel/Conference Center and Muse Center in designated areas, golf course, and at houses/apartments leased by employees of the College. Students, employees, and guests may use tobacco products in personal vehicles.

(Effective Spring 2015)

## **NOTICE OF NON-DISCRIMINATION STATEMENT: OFFICE OF CIVIL RIGHTS, COMPLIANCE -**

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 Franklin, Vice President of Instruction/Career Technical Education, Box 1003, Utica, MS 39175; Phone: 601.885.7002 or Email: EEOC@hindsc.edu. Title IX: DeAndre House, Associate Vice President of Student Services, Title IX Coordinator, Box 1100 Raymond MS 39154; Phone: 601.857.3353 or Email: Titleix@hindsc.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 – Academic/Technical Center	601.987.8158
Raymond Campus and fully online	601.857.3646
Jackson Campus – Nursing/Allied Health Center	601.376.4803
Utica Campus academic	601.885.7022
Rankin Campus	601.936.5544
Utica Campus career-technical	601.885.7128
District Coordinator	601.857.3359
Vicksburg-Warren Campus	601.629.6807

Individuals with a hearing impairment may call 601.526.4918 (video phone)  
Email SMO-disabilitysupportservices@hindsc.edu

## **STUDENT ORGANIZATION REGULATIONS**

### **STATEMENT OF STUDENT PARTICIPATION IN INSTITUTIONAL SERVICES**

The students of Hinds Community College are afforded the right of participation in the College's affairs via the Student Government. Recommendations passed by the Student Government are forwarded to the Associate Vice President of Student Services for consideration to the District Student Services Council. The Associate Vice President of Student Services then forwards the recommendations to the Vice-President or appropriate council for consideration and they are then forwarded to the President of the College for his decision.

### **STUDENT GOVERNMENT ASSOCIATION**

The associated student body consists of all students enrolled in Hinds Community College. The Student Government Association (SGA) serves the student body by presenting student input through elections, special activities, intramurals, clubs, organizations, local senates, and SGA Committees.

Each local senate is a part of the Student Government Association. Therefore, each local senate is governed by the Student Government Association Constitution which governs all local

senates and their own bylaws. Each local senate shall be responsible for choosing representatives to the Student Government Association. Members of the Student Government Association must maintain a per semester grade point average of 2.50 on a 4.00 scale. For more information, contact the Operating Dean at the respective location or the Vice President of Student Services at 601.857.3232.

## **STUDENT ELECTIONS COMMITTEE**

The Elections Committee shall directly assist Vice President of Student Services and/ or the District Coordinator of the Student Government Association in the election process by working at the polls and counting votes. This committee will also make provisions for all locations designated by the District Coordinator of the Student Government Association to participate in Homecoming elections. Participation shall include voting in and actually competing in any election.

## **ORGANIZING A NEW ORGANIZATION**

Any (all) potentially new organizations or clubs must complete an Application for Proposed Student Organization by the initiating sponsor and submit to the District Director of Student Recreation or designated official. Applications for Proposed Student Organization forms are available from the District Director of Student Recreation.

## **REGISTRATION OF ORGANIZATION/OFFICER ROSTER/CONSTITUTION**

Each year all organizations which wish to remain active organizations on Campus must register their desire by completing a form which lists the current officers and the faculty advisor. It is the newly elected president's responsibility to file the roster of newly elected officers with the Division of Student Services within ten (10) days of election. Failure to comply with this regulation will result in a loss of recognition on Campus. New officers should check to see that the constitution on file is current. Student organizations shall furnish to the Division of Student Services upon request any information which it considers necessary for administration such as constitution, list of officers, faculty advisor, schedule of activities, etc.

## **ADVISORS/SPONSORS**

All student organizations shall have one or more advisors of the faculty or administration who maintain contact with the organization's activities and functions. Serving as an advisor is an active responsibility which includes supervising all activities, events, fund raising, community service and campus financial account. Financial accounts are to be signed by two (advisor, officer, dean or department head). Faculty/staff advisors should be thoroughly acquainted with the objectives and policies of the College. His/her participation with the organization is an important mentor relationship where the advisor gives advice and assistance that is welcomed by the student group(s) and that regulation and control be limited to the minimum necessary to protect freedom of expression, democratic process, and compliance with College policy.

## **REGULATIONS FOR STUDENT ORGANIZATIONS**

1. A faculty sponsor(s) must be present at all meetings and activities of student organizations.
2. Requests for regularly scheduled meetings should be submitted to the District Director of Student Recreation or designated official for approval and then to the Facilities Use Coordinator. Activity Approval Forms are due no later than five (5) days prior to the event.
3. Requests for special events, social activities, off-campus speakers, fundraising, petitions, demonstrations, or concessions should be approved by the Sponsor and then by the District Director of Student Recreation, Campus Dean or designated official. The Dean of Students, Vice President and President must also approve off-campus speakers.
4. Any special activity or event must have a sponsor or an approved full-time employee and Campus police or security present. When the event(s) are after normal work hours (after 4:30 p.m. and weekends) and involve activities that are open to the general public or involve dances, concerts, or other social events, uniformed security/police must be provided and approved by the Campus Police Chief. The organization sponsoring the event must pay the officer(s) at a rate to be determined by the Police Chief and Associate Vice President of Student Services. Request for security must be submitted in writing to the Police

Chief within five (5) school days prior to the scheduled activity or event.

5. An organization failing to remain active for a period of one (1) calendar year will be subject to review by the Local Student Services Committee for the purpose of making a recommendation for reinstatement or deletion of said organization.
6. All student organizations must maintain all funds in their own on-campus account. Financial transactions must be signed by the faculty advisor.
7. All student activities or club trips must have a school sponsor or a school approved chaperone on the bus at all times. This policy must be adhered to or the district will not furnish transportation vehicles.
8. Any student or student group who uses a facility or grounds of the college without proper written authorization is subject to immediate removal and is subject to student conduct action.
9. A student organization/club (group) may be disciplined for any act that violates school policy.

## **REGULATIONS FOR SIGNS AND POSTERS ON CAMPUS**

1. Approved signs and posters may be placed on bulletin boards.
2. The attaching of any sign, poster, or notice to a glass, interior or exterior wall, trees, light poles, pipes, trash cans, painted surface, etc. with tape or tack is prohibited.
3. Approved signs and posters may be displayed for a period of time not to exceed two (2) weeks. It is the responsibility of the sponsoring party to remove and dispose of the sign and stick.
4. Approval for campus clubs and organizations may be obtained from the Dean, Assistant Dean or the District Director of Student Recreation (Raymond) or from designated official at location attended.

## **REGULATIONS FOR SPEAKERS FROM OFF-CAMPUS**

1. A request to invite an outside speaker will be considered only when made by an organized student or faculty group recognized by the head of the College.
2. No invitation by such organized group shall be issued to an outside speaker without prior written concurrence by the head of the institution or such person or committee as may be designated by him (hereafter referred to as his authorized designee) for scheduling of speaker, dates, and assignments of Campus facilities.
3. Any speaker request shall be made in writing by an officer of the student or faculty organization desiring to sponsor the proposed speaker not later than ten (10) calendar days prior to the date of the proposed speaking engagement. This request shall contain the name of the sponsoring organization, the proposed date, time, and location of the meeting, and the expected size of the audience.
4. Approval for clubs and organization off-campus speakers may be obtained through the District Director of Student Recreation or Dean of Students or local Dean. The Dean will secure final approval of the Vice President and President.

## **STUDENT PUBLICATION POLICY**

Hinds Community College sponsors student publications under the direction of the District Public Relations Office. The student newspapers and student yearbooks provide valuable student insights into Hinds Community College and provide responsible journalism education and training for students. For more information, contact 601.857.3322.

The student publications do not officially represent the administration of Hinds Community College; however, the College does provide professional staff supervision of these publications in order to provide a responsible context for the freedom of expression of its students.

# **LAW ENFORCEMENT POWERS**

## **CAMPUS POLICE OFFICERS AND JURISDICTION**

Application of general criminal laws of state. ¶ 37-29-275. Mississippi Code of 1972 amended.

### **POWERS**

Any act which if committed within the limits of a city, town, or village or in any public place would be a violation of the general laws of this state shall be criminal and punishable if done on the campus grounds or roads of any of the state supported community/junior colleges. The peace officers duly appointed by the board of trustees of state-supported community/junior colleges are vested with the powers and subjected to the duties of a constable for the purpose of preventing and punishing all violations of law on state-supported community/junior college grounds and for preserving order and decorum thereon.

### **JURISDICTION**

Campus Police Officers having the duties and powers of a constable as provided by the Mississippi State Legislature (¶ 37-29-275. Mississippi Code of 1972 Amended.) have jurisdiction within the boundaries of the College including but not limited to the roads, streets, public ways, and highways located upon College property or upon which College property abuts or adjoins which jurisdiction is concurrent with that of other law enforcement officials having jurisdiction thereon.

### **K9 DRUG DOGS ON CAMPUS**

Hinds Community College seeks to create and maintain a drug-free campus. In that effort canine (K-9) drug detection dogs may be utilized to search all public and common areas in all campus parking lots and buildings for the purposes of detecting illegal drugs and narcotics.

The Campus Police Chief will arrange supervision and coordinate all canine searches with the assistance of campus police officers, appropriate housing personnel, administrators, and other local law enforcement agencies. Searches will be performed by handlers and canines trained and certified in the detection of illegal drugs/narcotics.

Canines will be allowed to search areas such as resident hall rooms, offices, and vehicles after the canine alerts to one of these areas, thus, developing probable cause. Once probable cause is established, the canine will be allowed to enter the room/office/vehicle and continue searching.

Upon any discovery of suspected illegal drugs/narcotics, persons who are determined to be in violation of State or Federal law and/or College rules and regulations, may be arrested and face College student conduct charges.

## **MOTOR VEHICLE RULES AND REGULATIONS**

### **MOTOR VEHICLE REGISTRATION:**

- A. All faculty, staff and students wishing to use a motor vehicle on Hinds Community College campuses, grounds or roads, must register said motor vehicle upon first bringing said motor vehicle on Hinds Community College property.
- B. Students may purchase a zoning decal at the same time as they register for classes. Decals are purchased and picked up in the College Business Office.
- C. Students requiring additional decals during the year may pay for and pick up the decal(s) in the College Business Office.
- D. In the event a student, faculty, or staff member sells, trades or otherwise disposes of a vehicle with a registered Hinds parking decal, the decal must be removed from the registered vehicle.
- E. Motor vehicle registration decals must be prominently displayed and permanently affixed on the left rear bumper or the lower left outside surface of the back windshield of the registered vehicle. Motorcycle registration decals may be placed on the rear fender or under the seat. A vehicle license plate must not be obscured in part or whole by a Hinds vehicle registration decal. Permanent decals are not valid unless displayed in the prescribed manner. Permanent decals may not be displayed through any glass portion of a vehicle. Taping or otherwise affixing a permanent decal to the inside back glass or rear bumper is not permissible!



- F. All motor vehicle registration decals expire August 15th of each year.
- G. Temporary motor vehicle registration decals may be obtained without charge for a period of five (5) consecutive school days. Individuals are entitled to two (2) such permits per semester. Temporary registration decals are available in the Campus Police Department. Temporary (paper) decals are to be displayed by placing them on the dashboard of the vehicle directly in front of the steering wheel. The entire decal must be prominently displayed so that all information printed thereon is easily viewed from outside the vehicle.
- H. An individual with a temporary or permanent physical disability may be given special parking privileges and a special registration decal at no additional charge upon making application for the same by providing proper documentation from a licensed practicing physician to the Campus Police Chief.
- I. Individuals losing issued motor vehicle registration decals will be required to re-register their vehicles and pay the full registration decal fee.

## **MOTOR VEHICLE REGISTRATION DECAL FEE**

The registration decal fee for each motor vehicle is \$40. If the decal is purchased during the fall semester, it will expire on August 15 of the following year. Decals purchased during the spring or summer semesters expire on August 15 of the same year. A new decal is not needed during the school year unless the decal is lost, damaged, on a vehicle that is no longer being driven to campus, or is needed for a new vehicle that will be driven on campus.

## **FALSIFICATION OF VEHICLE REGISTRATION INFORMATION**

Providing false vehicle registration information or displaying an invalid decal will result in student conduct action.

## **PARKING ZONE REGULATIONS**

Campus parking areas are designated as specific zones in order to eliminate intra-campus use of motor vehicles. The decals issued for motor vehicle registration indicate the areas open to individual motor vehicle operators. Parking zone regulations are in force between the hours of 6 am. and 4:30 p.m., Monday through Friday.

Decals restrict parking to the following zones:

- S restricted to faculty and staff parking areas
- C restricted to commuter parking areas
- M restricted to men's residence hall parking areas
- W restricted to women's residence hall parking areas
- R retiree unrestricted parking

Decals' bearing prefixes M and W will be honored as valid in commuter parking zones at the following locations: Nursing/Allied Health Center, Jackson-Academic/Technical Center, Rankin Campus, Vicksburg-Warren Campus and the Utica Campus.

Motor vehicles assigned a C decal may be parked in available legal space found in the Sheffield- Woolley Residence Hall and Davis Hall parking lots on the Raymond Campus.

The College reserves the right to regulate the use and operation of any motor vehicle on the campuses, lake and golf course areas and any and all other lands owned or controlled by the college and to forbid the use of any motor vehicle by any person whose conduct in any way demonstrates a failure to comply with or obey the Hinds Community College motor vehicle rules and regulations.

Note: Parking Zone Regulations are enforced during all hours of operation at the Jackson Campus- Academic/Technical Center.

## **PARKING REGULATIONS**

### **A. PARKING RESPONSIBILITIES**

1. It is the motor vehicle operator's responsibility to park in a legal space. Lack of parking space is not considered a valid excuse for violation of parking regulations. Hinds Community College does not guarantee available parking.
2. Regardless of who may be operating the vehicle at a particular time, the individual who registers a motor vehicle with Hinds Community College is responsible for that motor vehicle at all times.

3. Citations noted against an unregistered motor vehicle will be the responsibility of the student whose family, legal guardian, or who has him/her self-leased, purchased, licensed, or used the vehicle for transportation to, from, or on campus. Thus, the student and/or owner/lessee of the vehicle will get the ticket.
- B. AUTHORIZATION
    1. The Chief of Campus Police has the authority to permit vehicles to be parked in areas not customarily used for parking.
    2. Parking citations may be issued by any traffic and/or parking control officer designated by the Chief of Police.
  - C. VISITORS: The privilege of a visitor to park on campus shall not be confined to those spaces specifically reserved for such parking by signs, but shall extend to any commuter or faculty parking space. This does not, however, relieve the visitor from obeying all other Hinds Community College motor vehicle parking rules and regulations.
  - D. Full-time and part-time students, who are also part-time employees, shall purchase the appropriate student decal.
  - E. TWO-WHEELED VEHICLES: Motorcycles, motor scooters and motorbikes are not to be parked in buildings, near doorways or entrances to buildings, on sidewalks, on grassed areas, at places where sidewalks intersect streets, or at any other places where signs indicate parking restrictions.
  - F. UNAUTHORIZED DECAL: Displaying a current valid decal on any vehicle for which it was not originally issued is strictly prohibited and will subject the owner/operator of such vehicle to student conduct action by the proper administrative authorities. When such a violation occurs, the decal shall be returned to the Campus Police Department for cancellation, and no refund or transfer of the decal will be allowed.
  - G. STUDENT CONDUCT REFERRAL: Persistent and or flagrant violation(s) of Hinds Community College Motor Vehicle Rules and Regulations may be referred for appropriate student conduct action.
  - H. MULTIPLE VIOLATIONS: Two or more parking violations committed at the same time may be cited by the witnessing officer on a single issued parking citation.
  - I. REMOVE, IMPOUND, IMMOBILIZE:
    1. The College reserves the right to remove, impound or immobilize any illegally parked or abandoned vehicle; any vehicle found on campus without a decal or with an unauthorized, altered or improperly displayed decal; any vehicle with no license plate; or any vehicle parked in such a manner as to constitute a serious hazard to vehicular or pedestrian traffic or the movement and operation of emergency equipment. The registered owner shall be responsible for all costs involved in the removing, impounding, immobilizing and/or storing of such vehicles. The COLLEGE SHALL NOT BE LIABLE in any manner for any damages to such vehicle(s) occurring during the removal, impoundment, or immobilization thereof.
    2. An abandoned vehicle is defined as any vehicle left unattended on Hinds Community College campuses, grounds, and/or roads for a period of thirty (30) days. Abandoned vehicles will be towed away and disposed of by the Hinds Community College Campus Police Department or its agents. Hinds Community College and/ or its agents shall make a reasonable effort to identify and notify the owner of an abandoned vehicle of its removal and impoundment. Hinds Community College and/or its agents or employees shall not be liable in any manner for any damage to an abandoned vehicle occurring during the removal, impoundment and/ or storage.
    3. The parking fines listed below are for 1st offenses. Each secondary offense for the same violation will result in an increase in the fine. The 2nd offense for the same violation will carry a fine of \$75.00. The 3rd offense for the same violation will carry a fine of \$100.00 and the penalties listed below in the "note" section.

#### **PARKING VIOLATIONS AND PENALTIES**

Parking on or adjacent to a yellow curb	\$50.00
Parking on or obstructing any sidewalk	\$50.00
Parking in or obstructing a driveway	\$50.00
Parking in or obstructing any "loading zone"	\$50.00

Parking in any "NO PARKING ZONE"	\$50.00
Parking so as to obstruct or impede pedestrian/vehicle traffic	\$50.00
Parking in a double or multiple manner	\$50.00
Parking and obstructing a fire hydrant/lane	\$50.00
Parking in an undesignated area	\$50.00
Parking beyond barricades	\$50.00
Parking in a restricted zoned area	\$50.00
Parking a vehicle without a registration decal	\$50.00
Displaying an improper, defaced or altered registration decal	\$50.00
Parking in or obstructing a "disability" parking zoned area/space	\$100.00

\*\*\*Parking violations may also be cited by College Officers or by officers from city or county jurisdictions on a Uniform Arrest Citation which is returnable to the appropriate County Justice Court or City Municipal Court.

NOTE: Any person cited for the same parking offense (3) three times could face the possibility of having his/her vehicle towed from the property of Hinds Community College at his/her own expense. In addition to the vehicle being towed, the owner/driver of said vehicle could face student conduct charges through the Dean of Students office.

## **PARKING CITATION APPEALS**

### **A. TRAFFIC APPEALS**

1. Any person cited by use of a College Administrative citation form (not a uniform arrest citation) for violating any of the preceding regulations shall be entitled to an administrative hearing before the Traffic Appeals Committee. The officer witnessing the violation may be required to appear before the Traffic Appeals Committee. The failure of any individual to appear and contest any action against him/her shall be considered a waiver of his/ her right to a hearing. The findings of the Traffic Appeals Committee shall be final unless a timely appeal from its ruling is made to the Associate Vice President of Student Services.
2. Persons wishing to contest a violation cited on a Uniform Arrest Citation must appear before the appropriate municipal or county court on the date and time indicated on the arrest citation.

### **B. PROCEDURES**

1. Persons wishing to appeal a College administrative citation must register their appeal with the Dean of Students/Operating Dean's office within three (3) school days of the issuance of the citation in order to arrange an appeal date. If no suitable arrangement can be established for the accused to appear before the Traffic Appeals Committee, the accused will be afforded the option of submitting a written appeal to the Appeals Committee. A written appeal must be submitted to the Dean of Students/Operating Dean's office within five (5) school days of the issuance of the citation and shall be reviewed by the Appeals Committee at the next scheduled meeting date. The accused shall receive notice of the Traffic Appeals Committee ruling upon request.
2. Persons wishing to appeal the findings of the Traffic Appeals Committee may do so after registering an appeals request with the Dean of Students/Operating Dean's office within five (5) school days of the Traffic Appeals Committee ruling. The accused is again afforded the option of submitting a written appeal, but such an appeal must be received no later than five (5) school days after the Traffic Appeals Committee ruling on the original appeal.

## **MOVING VIOLATIONS**

- A. All motor vehicle accidents occurring on Hinds Community College property must be reported immediately to a Hinds Community College Campus Police Department.
- B. Procedures governing an administrative disposition of moving violations shall be the same as those governing the disposition of parking/registration violations. Refer to the section titled "Parking Citation Appeals."
- C. Traffic violations which occur on Hinds Community College campuses, grounds, and/or roads but which are punishable in a local Court are subject to College administrative student conduct action.

- D. The following citations issued for moving violations may be returnable to the appropriate Municipal or Justice Court:
1. Driving while intoxicated or under the influence of a mind altering drug.
  2. Failure to obey a lawful order given by any law enforcement officer.
  3. Reckless operation of a motor vehicle.
  4. Leaving the scene of a traffic accident.
  5. Failure to yield to or stop for an emergency vehicle displaying emergency lights/siren/horn.
  6. Speeding in excess of posted speed limits or in reckless disregard for existing conditions of weather visibility or vehicular and/or pedestrian traffic.
  7. Disregarding traffic signals, signs, flagmen, or law enforcement officers attempting to direct traffic.
  8. Passing on any College District-maintained road or thoroughfare.
  9. Operating a motor vehicle without a license on any Hinds Community College-maintained road, street or thoroughfare.
  10. Operating a motorcycle, motor scooter or other motorized open vehicle without a Department of Transportation-approved crash helmet being worn by both operator and passenger.
  11. Failure to possess a valid motor vehicle operator's license.
- E. Administrative penalties for moving violations may consist of community service and/or monetary fines. All fines are payable only in the College Business Office.
- F. In addition to any other stated rule or regulation, all state laws pertaining to any act which if committed within the State of Mississippi would be criminal and punishable shall also be criminal and punishable on Hinds Community College campuses, grounds, and roads as authorized by Section 1 Section 6706 Mississippi Code of 1942 amended.



# Raymond Campus



# RAYMOND DIRECTORY

FOR	WHO	WHERE	PHONE
Absences (Official)/Dean.....	DeAndre House.....	Denton Student Services – 221.....	3232
Absences (Emergency).....	Each Instructor.....	Class or Office.....	see syllabus or dial “0”
Academic Dean.....	Melissa Buie.....	Herrin-Stewart.....	3237
Admissions.....	Dr. Stephanie Hudson.....	Denton Student Services - 100.....	3212
Adult Education.....		Adult Education Center.....	3704
<b>Academic &amp; Career Technical Advisement</b>			
Dean of Advisement.....	Dr. Jennifer Scott-Gilmore.....	Denton Student Services – 214.....	3395
Administrative Assistant....	Courtney Holmes.....	Denton Student Services – 222.....	3464
Secretary.....	Tammie Giles.....	Denton Student Services – 222.....	3316
Advisors	Kendra Allison.....	Denton Student Services – 223.....	3449
	Jolyn Stone.....	Denton Student Services - 238.....	3262
	Nicole Joyner.....	Denton Student Services - 237.....	3261
	Jack Hite.....	Denton Student Services - 226.....	3468
	India Johnson.....	Denton Student Services - 224.....	3359
	Eltorry Ficklin.....	Denton Student Services- 227.....	3616
	Hope Campbell.....	Denton Student Services-239.....	
Testing	Marnee Tompkins.....	Adult Education Center.....	3852
	Rebecca McCalpin.....	Adult Education Center.....	3650
	Douglas Berry.....	Denton Student Services -230.....	
Athletics.....	Nathan Werremeyer.....	Mayo Field House.....	3325
Baseball.....	Dan Rives.....	Mayo Field House.....	3326
Cheerleaders.....	Ashley Horne.....	Mayo Field House.....	3520
Football.....	Larry Williams.....	Mayo Field House.....	3444
Golf.....	Ernest Rogers.....	Eagle Ridge Golf Course.....	5993
Track (Men's).....	Reginald Dillon.....	Mayo Field House.....	3661
Track (Women's).....	Reginald Dillon.....	Mayo Field House.....	3661
Tennis.....	Jackie Millet.....	Mayo Field House.....	3564
Softball.....	Mike Grzanich.....	Mayo Field House.....	3634
Men's Soccer.....	Doug Williams.....	Mayo Field House.....	3342
Women's Soccer.....	Stephen Otto.....	Mayo Field House.....	3442
Band.....	Shane Sprayberry.....	Vashti Muse Band Hall - 107.....	3273
<b>Bills, Late Bills, Late Fees, Meal Tickets,</b>			
Decals, Yearbook.....	Business Office.....	Adam Jenkins Hall.....	3205
Canvas.....	LaToya Horne-Clark.....	McLendon Library.....	3258
Calendar of Events (College).....	Mark Stanton.....	Stadium Building.....	3617
Calendar of Events (Recreation).....	Rodrick Jones.....	Bee Hall.....	3388
Career/Technical Dean.....	TBA.....	Gibbes Hall.....	3486
Campus Police.....	Police Officer(s).....	Student Union Bldg.....	3270
Clubs and Organizations.....	Deandre House.....	Denton Student Services – 209.....	3232
Computer/Software Lab.....	Kathy Cessna.....	McLendon Library.....	3257
Cooperative Education.....	TBA.....	Gibbes Hall-208.....	3486
Dean of eLearning.....	Katherine Puckett.....	McLendon Library.....	3257
<b>Disability Services</b>			
District Director.....	Loretta Sutton.....	Moss Hall.....	3386
Accommodation Specialist.....	Mark Palmer.....	Moss Hall.....	3646
Testing and Technology Specialist.....	Montoreau Hutton.....	Moss Hall.....	3484
Notetaking.....	Tonia Erves.....	Moss Hall.....	3310
Distance Learning.....	Katherine Puckett/Jennifer James.....	McLendon Library.....	3834
Drama/Theatre.....	Alison Stafford.....	Brooks Hall.....	3267
Dropping-Adding a Course.....	See Registration Schedule.....	My.Hinds.....	
Dual Credit Online/Student Success.....	Maura Coffey, Special Programs Coordinator.....	McLendon Library.....	3257



# DIRECTORY CONTINUED

FOR	WHO	WHERE	PHONE
E-Learning.....	Kathy Cessna.....	McLendon Library .....	3257
Evening Classes .....	Counseling.....	Denton - 220 .....	3216
Emergencies.....	Campus Police .....	Student Union Bldg. 115 .....	3270
Financial Aid .....	Deena McInnis .....	Adam Jenkins Hall .....	3223
Financial Student Help Lab .....		Denton Hall - 208.....	3435
Fitness Complex .....	Prentiss Cole .. . . . .	Mayo Fieldhouse .....	3711
Golf Course.....	Ernest Rogers .....	Highway 18 Raymond.....	5993
Health Services.....	See Local Physician.....	Raymond, Jackson or hometown	
Hi-Steppers.....	Angela Hite.....	Bee Hall.....	3346
Honors Program.....	Deborah McCollum.....	Adam Jenkins Hall-212.....	3663
Housing-Residence Life			
Director.....	Dr. Erin Jones.....	Denton Student Services – 221.....	3222
I.D. Replacement.....	Housing/Residence Life...	Denton Student Services - 221 .....	3222
Intramurals.....	Rodrick Jones.....	Bee Hall.....	3388
Library/Learning Resources.....	Front Desk .....	McLendon Library .....	3255
Lost and Found .....	Campus Police .....	Student Union Bldg. 115 .....	3270
Mail .....	Natosha Mullins.....	Student Union Bldg.....	3400
Media Center.....	Kathy Cessna .. . . . .	McLendon Library .....	3257
Meeting Rooms .....	Facilities .. . . . .	Stadium Building.....	3374
Music Choirs .....	Andrew Head.....	Reeves Hall 132.....	3271
Personal Problems.....	Counselors.....	Denton Student Services - 220 .....	3372/3216
Publicity/Public Relations .....	Cathy Hayden.....	Student Union Bldg. - 210 .....	3321
Single Stop .....	Anita Bell-Muhammad .....	Adult Education Center.....	3233
Student Recreation.....	Rodrick Jones.....	Bee Hall.....	3388
Sports Information .....	Matthew Alford.....	Student Union Bldg. - 210 .....	3323
Student Services.....	DeAndre House.....	Denton Student Services - 221 .....	3232
Student Conduct/Development .....	Jessica Brown.....	Harris-Patrick Hall-101.....	3371
Switchboard/Operator.....		857.5261 or from on-campus phone "0"	
Title IX-Sexual Misconduct			
Deputy Title IX Coordinator..	Jessica Brown.....	Harris-Patrick Hall – 101 .....	3371
Deputy Title IX Coordinator.....	Jack Hite.....	Denton Hall - Student Services – 226.....	3468
Deputy Title IX Coordinator..	Dr. Erin Vaughn Jones.....	Denton Hall - Student Services – 221 .....	3701
Traffic Ticket Appeal/Traffic Appeals Committee.....		Denton Student Services - 209.....	3232
Traffic Ticket Payment.....	Business Office.....	Adam Jenkins Hall.....	3205
Veterans Services.....	Bryan Grove.....	Adam Jenkins Hall.....	3226
Withdrawal from College			
All Classes.....	Counselors.....	Denton Student Services – 220.....	3216/3372
Online withdrawal.....	My.Hinds		
Work Study (on-campus).....	Sheila Lyons.....	Adam Jenkins Hall (lower level).....	3451
Workforce Development Center.....		RCU Building.....	3704

## **CAMPUS SERVICES AND FACILITIES**

### **BARBER SHOP**

The barber program is located in Gibbes Hall. Hours are from 9 a.m. to 2 p.m. Tuesday through Thursday. On Friday the hours are 8:30 a.m. until 11 a.m. The phone number is 601.857.3500.

### **BOOKSTORE/SUPPLY STORE**

The College Supply Store and Bookstore are located on the ground floor of the Student Union Building. School supplies, Hinds clothing and a variety of gifts are available for purchase in the Supply Store. New and used textbooks are sold in the Bookstore. Hours are from 7:30 a.m. to 4 p.m., Monday through Thursday and 7:30 a.m. to 3 p.m. on Fridays.

At the beginning of each semester, both the Supply Store and the Bookstore are open from 7:30 a.m. to 7 p.m. Monday through Thursday to accommodate students. In the fall and spring semesters, the extended hours apply for the first week in the Bookstore, and in the Supply Store. At the end of the semester, students may sell books to the Bookstore for up to half of the original price provided the text will be used again. If instructors have changed to a new text, the book may be purchased at the wholesale Buying Guide price. Lab books and workbooks will not be purchased back for resale. Students must present current Hinds student ID cards. The student's current semester schedule of classes will be checked when selling books to the Bookstore. The telephone number 601.857.3339.

### **BUSINESS OFFICE**

Parking tickets are paid in this department. Hours are from 8 a.m. to 4 p.m., Monday through Friday. The telephone number is 601.857.3205.

### **EAGLE'S NEST GRILL**

The Grill located on the second floor of the Student Union Building serves soft drinks, a variety of hot food items, snacks, smoothies, candy, plus much more. Hours of operation are Monday through Friday from 7:30 a.m. to 2:00 p.m.

### **CAFETERIA**

The College Cafeteria meal hours are as follows:

#### **MONDAY—FRIDAY**

Breakfast	7:00 a.m. - 8:30 a.m.
Lunch	11:00 a.m. - 1:30 p.m. (close at 1:00 p.m. on Fridays) Supper 4:30 p.m. - 6:15 p.m. (close at 6 p.m. on Fridays)

#### **WEEKEND HOURS**

\* Brunch 10:30 a.m. - 12:00 p.m. and Supper 4:30 - 5:30 p.m.

\* Fall and Spring semesters only - Summer-no weekend meals.

Students requiring a special diet as prescribed by a physician for illnesses such as diabetes, hypoglycemia, etc., may request such by submitting the physician's letter with specific diet needs to the cafeteria manager.

### **LIBRARIES**

Located in the center of the Raymond Campus is the George M. McLendon Library building, named for a former president of Hinds Junior College. The McLendon Library building contains the library on the second floor and the departments of E-Learning, Instructional Technology, Proctored Testing and the Media Center on the first floor. The library houses over 60,000 books, 2,500 popular DVDs, and access to hundreds of thousands of electronic journals, newspapers, and magazines. Four study/group work rooms are available for students to checkout. The library also houses two computer classrooms for faculty, staff or organizations to use. In addition, the McLendon Library building is home to the Hinds Community College Archives which contains an array of materials documenting the history of the college. This collection includes oral histories, videos, photos, yearbooks, and other Hinds publications. The archives also house materials related to one of its former alum, Mississippi Governor, John Bell Williams.

McLendon Library is open the following hours when classes are in session: Monday - Thursday 7:30 a.m. - 9 p.m.  
Friday 7:30 a.m. - 4 p.m.

A current Hinds CC identification card is required for use of print materials while a current HindsNet login and password is required for online access to materials. The telephone number of the library is 601.857.3255 and the fax number is 601.857.3293. The telephone number of the Media Center is 601.857.3257 and the Proctor Center 601.857.3834 (Email: RYProctor@hindsc.edu).

See the District section for additional information on the Hinds CC Libraries.

## **LOST AND FOUND**

The Campus Police Department maintains a "Lost and Found" service. Lost, stolen, or found items are to be reported or turned in to the Campus Police Office. The telephone number is 601.857.3270. The office closes at 4:30 but officers, on-duty, can be reached directly at 601-951-3380. Official office hours are 7:30 a.m. - 4:30 p.m.

## **POLICE DEPARTMENT**

Hinds Community College Police Department is a full service, 24/7, police organization directly responsible to serve the needs of Hinds Community College Faculty, Staff, and Students. Our philosophy is "To Serve and To Protect" life, liberty and property of everyone affiliated with Hinds Community College.

The Campus Police Department is trained and prepared through the State of Mississippi Standards and Training to handle all emergencies. Each officer is prepared and qualified to offer necessary service for the protection of College personnel and College property. Campus Police is trained and qualified to enforce all state and federal laws, as well as, College policies and guidelines.

Traffic citations and Behavioral citations are to be paid in the Business Office. Each student has the right to appeal a citation written by Campus Police. It is the request by the Chief of Police for faculty, staff and students to discuss the citation with him personally, or his designee, before going through the College Appeals Process. After this communication, Campus Police encourages students to set an appointment through the Dean of Students office to officially appeal the citation if an understanding is not met through the initial meeting with the Chief of Police.

## **MAILROOM**

The college Mailroom is located on the second floor of the Student Union Building. Students may secure a mailbox with the Postmaster for \$20 per semester. Students may not share a box. Our Mailroom offers most of the same services as a Federal Post Office. Students may receive mail with a General Delivery address which can be picked up at the window during office hours. A general delivery address should include:

Student's Name  
General Delivery

PO Box 1100

Raymond, MS 39154-1100

Mailroom hours are 9 a.m. until 12 p.m. Monday through Friday.

## **EAGLE RIDGE GOLF COURSE AND RAYMOND LAKE**

Hinds Community College operates a beautiful eighteen-hole golf course and club house on the Raymond Lake. Students can enjoy the driving range daily from 8 a.m. to dark. Student golf membership dues are as follows:

Fall Semester	\$100.00
Spring Semester	\$100.00
Summer school	\$100.00
Driving Range fees are	\$3.50 per 35 balls

## **STUDENT UNION**

The Student Union Building houses the Bookstore, Supply Store, Police Department, Printing Coordinator, Public Relations, Sports Information, Student Publications, Web/Social Media

Management, Mailroom, Eagle Escape and Eagles' Nest Grill.

## **OFFICE OF STUDENT SERVICES/DEAN**

The Office of Student Services is one of the key administrative divisions of the College. Through its various personnel the office is generally responsible for all phases of student life. The Office of Student Services offers a broad spectrum of services as well as cultural, recreational and social activities to students and staff members.

The Dean of Student Services coordinates and oversees the areas of Residence Life, Student Recreation, Intramural Sports, Single Stop, the Student Handbook, Student Convocation, student conduct and scholastic appeals.

## **ACADEMIC & CAREER TECHNICAL ADVISEMENT**

The Advisement office is located in Student Services, Denton Hall, RM 222.

Academic and career technical advising is a collaborative process between student and advisor, leading to the exchange of information that encourages the individual student to make responsible academic and career decisions.

## **FINANCIAL AID and VETERANS SERVICES (See District section)**

### **RESIDENCE LIFE**

See "Student Housing and Residence Hall Policies and Regulations" in District Section

Hinds Community College provides comfortable housing accommodations for students desiring to live on the Raymond Campus. Accommodations for men and women students are available for rent each semester. A non-refundable room reservation fee will be charged for each semester a student applies for housing at Hinds Community College. To apply or update, the fee must be paid every semester the student lives in student housing. Admission to the College does not guarantee the student a room reservation on Campus. The residence life office provides resident students a variety of programs and activities during the year.

### **STUDENT RECREATION**

In addition to the regular schedule for the intellectual and physical development of students as set forth in the College curriculums, a wide variety of clubs, societies, and organizations are available to students. These groups include religious, social, service, academic, and interest organizations to meet student needs. Campus organizations managed by students under faculty guidance afford opportunities for growth in character, citizenship, leadership, and social poise. Also, students have the opportunity to be a part of student activities such as Welcome Week, Homecoming Week festivities, Spring Fever, Fat Tuesday @ Hinds, Beach Blast, Valentine's Crush, Pirate Day, Pet a Puppy Day, Christmas Tree Decorating, and the Student Recreation video game challenges.

### **SPECIAL ACTIVITY COMMITTEES**

The Special Activity Committees plan cultural, honorary, and social events for all campuses. Traditional events include Homecoming Week, Who's Who, Outstanding Student Awards, Mississippi and the Arts Week, and an Arts and Lecture Series. Students, faculty, and staff are involved in planning and sponsoring these events.

Students enjoy participating in other events sponsored by departments and clubs. Such traditional events include the Miss Hinds Community College Pageant, Eagle Beauty Pageant (yearbook), and Speech contests.

### **MARIE HULL GALLERY**

While you are a student here, you will have many opportunities to visit Marie Hull Gallery located in the Denton Art Building. Each month this fine facility provides a new exhibit of paintings, sculpture, photography or crafts by well-known artists in addition to lectures, seminars and workshops. These activities provide the student with opportunities to broaden his or her educational experience to include the visual arts.

In addition to the gallery program, the school maintains an extensive permanent collection of art which adds a touch of the aesthetic to your academic environment.

## **WELLNESS COMPLEX**

The Wellness Complex includes a 9,000 sq. ft. Fitness Center (featuring Life Fitness, Hammer Strength, and Intek Equipment); a 2,000 sq. ft. Performance Center for personal and group training (featuring Sorinex, Troy, and Dynamax equipment); a multi-purpose basketball gym with volleyball accessibility; and a 25-yard, 8-lane pool.

Membership is required for students, employees (and spouse/family), and community. For hours of operation, services and fees, as well as a calendar of events, contact the Wellness Complex at 601.857.3711 or visit the website at [www.hindscc.edu/Departments/wellnes\\_complex/default.aspx](http://www.hindscc.edu/Departments/wellnes_complex/default.aspx).

## **RAYMOND CAMPUS STUDENT GOVERNMENT ASSOCIATION**

The Raymond Campus Student Body consists of all students enrolled on the Raymond Campus. The Raymond Campus Student Government Association Senate serves the student body by presenting student input through elections, special activities, intramurals, clubs and organizations, and senate committees. The SGA is responsible to plan and implement educational programs and social/recreational activities for students. The Raymond Campus Senate is a part of the District Student Government Association of Hinds Community College. The SGA President's office is located in the Dean of Students Services office, 601.857.3232.

Members of the Raymond Campus Senate are chosen representatives of recognized student clubs or organizations. Each recognized student club or organization shall be responsible for choosing a representative and shall have no more than one representative at any one time. Commuters will be considered a recognized organization for the purpose of representation in the Raymond Campus Senate.

To become a member of the Raymond Campus Senate, a student must be enrolled on the Raymond Campus, maintain a 2.50 on a 4.0 scale grade point average, and have no record of student conduct action for misconduct as outlined in the College policies and regulations section of the Student Handbook. Raymond Campus Senators participate in a credit course each semester - Leadership Course LEA 1811, 1821, 2811 and 2821.

## **RAYMOND CAMPUS SENATE, CABINET AND COMMITTEES**

The Chairman of all standing and ad-hoc committees of the Raymond Campus Senate will compose the Raymond Campus Senate Cabinet, hereafter referred to as the Cabinet. The Cabinet will be required to attend the officers meeting before each Senate meeting to discuss developments in their committees. All members of the Raymond Campus Senate are required to serve on a committee.

**TRAFFIC APPEALS COMMITTEE** will hear student appeals on parking citations and other defined fines, and rule, based on rules and regulations in the Student Handbook, as to the validity of an appeal. This committee will report their findings to the Dean of Students Services and Chief of Campus Police. Further, this committee will identify and study any traffic problems that may be occurring and recommend potential solutions.

**STUDENT ACTIVITIES COMMITTEE** will assist in production aspects of any special events. These include Homecoming, Tail Gate Party for Organization leaders, Community Service Projects, and any other planned events. The committee will also be responsible for planning activities around holidays, Constitution Day and other prevention awareness programs.

**ELECTIONS COMMITTEE** will directly assist the Dean of Students Services/designee in the election process by working at the polls and counting votes. This committee will make provisions for other campuses to participate in district-wide elections.

**DRUG AND ALCOHOL AWARENESS COMMITTEE** will help to improve campus services, plan speakers, community service projects, Drug and Alcohol Abuse Awareness Programs and other events throughout the year. The members of this committee are encouraged to work with any other organizations in efforts which will raise the awareness level of the student population about drugs and/or alcohol.

## **STUDENT ELECTIONS**

There are two important College-wide elections held throughout the year.

**Fall Elections:** Homecoming Queen and Court.

**Spring Elections:** Senate Executive Officers.

## **STUDENT ORGANIZATIONS**

### **ORGANIZING A NEW CLUB**

Students wishing to organize a new club or organization may pick up an application at the Student Recreation Office, Bee Hall. A student or a group of students may organize a new club or organization. However, the initiating sponsor of the club or organization should present to the District Director of Student Recreation a completed club application, its constitution, by-laws, a list of anticipated members (10 or more) and the name of a faculty member who is willing to serve as advisor.

**REGULATIONS FOR STUDENT ORGANIZATIONS** - See District Information Section.

**ADVISORS** - See District Information Section.

**CONDUCT POINTERS** - See District Information Section.

**RESIDENCE HALL PHONE DIRECTORY** - See District Section

## **INTRAMURAL SPORTS**

Competitive team and individual contests are conducted in flag football, punt pass and kick, indoor volleyball, 3 point shootouts, 3-on-3 basketball, Maroon vs Eagle All-Star game, 5-on-5 basketball, beach volleyball, fall dodge ball, kickball, softball, golf scramble, swimming, Maroon vs Eagle Pro-bowl, spring dodge ball, tennis singles, tennis doubles, disc golf individual, disc golf scramble, triathlon, and the Eagle Warrior Challenge. Teams (units of competition) are composed of students from residence halls, commuters, faculty/staff and student organizations. Categories of competition include co-ed, men, and women. Entry forms and schedules are available from the Student Recreation Office, Bee Hall 101 or from Facebook page, Hinds Community College Student Recreation. Regularly enrolled students taking at least 6 hours are eligible to participate in intramural sports except those students who are members of related varsity teams.

See Recreation Calendar, Residence Life Campus Channel and Student Recreation social media pages (Instagram, Facebook, Twitter, and Snapchat) for dates.

### **RAYMOND-INTERCOLLEGIATE ATHLETICS (See District Section)**

The Raymond Campus of Hinds Community College has the following varsity sports: football, baseball, golf, soccer, track, tennis, and women's softball. The athletic department is located in the Robert M. Mayo Health and Physical Education Building. Students from all campuses are welcome to try out.

## **CHEERLEADERS**

Cheerleaders assist with the promotion of college spirit at football games. Tryouts are held each spring and are open to all students who are or will be attending Hinds Community College full-time during the upcoming Fall and Spring semesters at Hinds and have a minimum 2.5 GPA.

## **CIVIC AND SERVICE ORGANIZATIONS**

### **HINDS CONNECTION**

The Hinds Connection, founded March 1979, is a group of students selected to represent Hinds Community College before the public. Duties of this group include public relations, recruiting efforts, and serving as host/hostesses for Hinds Community College. Students are selected by application and interview in the Fall Semester. For further information, contact the Office of Enrollment Services.



## **MUSICAL ORGANIZATIONS**

### **BAND**

The Hinds Community College marching and concert bands play numerous engagements during the school year and participates in various athletic and social events both on and off the Campus. Many trips are made by the organization including out-of-town ball games, Christmas parades in surrounding cities, and Mardi Gras in New Orleans. Honor trips have been made to the Sugar Bowl, St. Louis, Buffalo, Colorado Springs, and Pasadena. In addition, the concert bands performs concerts at high schools in the Hinds Community College locality. Students interested in participating in this outstanding organization should contact the band director.

### **CHOIR**

Membership in the Choir is open to the entire student body by audition. This group regularly participates in campus and community activities. The Hinds CC Choir performs at the Mississippi Community/Junior College Choral Festival and offers several on-campus concerts each year.

### **THE CLEFS**

The Clefs, a pop/jazz vocal ensemble, is chosen by audition from the Choir. Appearing at many local activities, this group has performed at Jubilee Jam and Disney World in Orlando, Florida.

### **CHAMBER CHOIR**

Membership is designed for the voice music major. One must be in CHOIR, registered for voice lessons and on the recommendation of the conductor to be eligible for this vocal ensemble.

## **RELIGIOUS ORGANIZATIONS**

Local churches provide every student, regardless of affiliation, with opportunities for spiritual growth. These churches have student groups which plan weekly devotional programs at the College and are represented in other Campus, community, and convention activities. These religious organizations include: Baptist Student Union, Wesleyan Foundation for Methodist, Fellowship of Christian Athletes, C.O.G.I.C. (Church of God in Christ), and Gospel Choir.

## **SCHOLASTIC ORGANIZATIONS**

### **ALPHA BETA GAMMA**

The primary purpose of Alpha Beta Gamma is to recognize and encourage scholarship, leadership, and service among students enrolled in Business.

### **ALPHA RHO TAU**

Alpha Rho Tau is an honorary scholastic art society. Second semester freshmen and sophomores who have taken six hours of art with a B average or better and who have a C average or better in other courses are eligible for membership.

### **BETA BETA BETA**

The purpose is to recognize students who excel in biological science. For information, contact Biology Department office.

### **PSI BETA**

Psi Beta is an organization to promote scholastic achievement for psychology students.

### **HONORS PROGRAM - (See District section)**

### **MU ALPHA THETA**

This club is designed for mathematics students who possess interest in further developing mathematical principles and techniques. This club is open to students who are mathematics majors and students who have an interest in the related fields of mathematics.

### **PHI THETA KAPPA**

Phi Theta Kappa, an international honors society for the two-year college student, promotes the recognition of scholarship, leadership, and service. Each of Hinds Community College's six

locations has a Phi Theta Kappa chapter directed by an advisor. Membership is offered to students who have completed 12 hours of college-transfer course work at Hinds with a 3.5 or greater cumulative GPA. Hinds CC chapters participate in state, regional, and national activities. More information is available on the Phi Theta Kappa website - [www.ptk.org](http://www.ptk.org)

## **SPECIAL INTEREST ORGANIZATIONS**

### **AGRICULTURE CLUB**

Membership in this club is open to College students preparing for the various phases of agriculture or persons interested in agriculture. At the regular monthly meetings, members may have an opportunity to hear local and present-day leaders.

### **ART CLUB**

The Art Department sponsors the Art Club. The membership is made up of art majors and other students making valuable contributions to the school and community by rendering valuable service in the field of art. The club sponsors trips to museums, participation in school programs, and many social activities.

### **BIOLOGY CLUB**

Membership in this club is open to students interested in Biological Science. The club's purpose is to provide continuity between the study of Biological Science and its actual application, to promote fellowship between club members, and to sponsor club projects.

### **DELTA EPSILON CHI**

Delta Epsilon Chi identifies the program of youth activity relating to Distribution and Marketing Technology-Distributive Education Clubs of America, and is designed to develop future marketing and distribution leaders. Its purposes are to develop a respect for education in marketing and distribution which will contribute to occupational competence, and to promote understanding and appreciation for the responsibilities of citizenship in our free, competitive enterprise system. Membership in this club is limited to students enrolled in Distribution and Marketing Technology.

### **DIAMOND DARLINGS**

Diamond Darlings are open to any young lady who is willing to promote leadership and service opportunities. Its purpose is to provide support to the Hinds CC Baseball team and assist the team during the season, promote Hinds CC Baseball, community service and leadership opportunities.

### **EAGLE EYE DESIGNS (inactive)**

The primary purpose of this organization is to create an identity and provide an atmosphere of community and commitment among serious minded graphic design students at Hinds CC which will, in turn, position our graphic design program as a credible, professional resource in the community.

### **ELECTRICAL TECHNICIANS**

The purpose of this group is to work with local or regional groups of technicians to engage in activities that promote the advancement of the electronic/electrical technicians' profession and to provide instruction necessary for a student to become a competent electronic/electrical technician. Membership is open to students majoring in electronics or electrical majors.

### **FLIGHT CLUB**

The purpose of the Flight Club is to develop and advance aviation education; to promote, encourage and foster safety in aviation; to promote and foster communications and cooperation between aviation students, educators, educational institutions and the aviation industry; and to provide an arena for collegiate aviation competition.

### **GENDER AND SEXUALITY ALLIANCE**

The Hinds Gender and Sexuality Club aims to provide a safe, welcoming space for LGBT+ students and allies. Members will discuss topics that pertain to the LGBT+ community. Members will have opportunities to visit and host events on these topics to educate themselves and the community at

large.

### **HANDS-ON INTERPRETERS**

The purpose of the Hands-On Interpreters is to provide information to the campus on the issues concerning the Deaf community and Deaf culture; to provide opportunities so that novice and advanced signers, interpreters and members of the Deaf community will be in a comfortable atmosphere to interact, learn, and practice their language skills; to sponsor Silent Suppers and other Silent Activities in order to provide a social atmosphere where the Hearing and Deaf communities can interact and learn from one another; and to provide a forum for interpreters and interpreters-in-training to interact with the Deaf community and practice their interpreting skills.

### **HINDS CC DEAF CLUB**

The Hinds Community College Deaf Club is a student interest group that provides organized social activities and leadership training and development for deaf, hard-of-hearing, and hearing students

### **HI-STEPPERS**

A precision dance team, the Hi-Steppers are known throughout the South for their half-time performances at College football games. A companion group to the Hinds Band, the Hi-Steppers have won acclaim at such events as New Orleans Mardi Gras parades and balls; the National American Legion Convention in St. Louis; the Junior Rose Bowl in Pasadena, California; the National Junior Chamber of Commerce Convention in Colorado Springs; and numerous parades, state conventions, and civic programs. The group also has performed for Congress in Washington, D.C.

Interested female students should contact the Director of the Hi-Steppers. Auditions are held each spring.

### **HINDS ASSOCIATION OF LEGAL STUDENTS**

The Hinds Association of Legal Students exists to encourage an awareness of the importance of the basic skills necessary to do work of a legal nature and to promote a better understanding of the responsibilities involved; to acquaint students with the function of the judiciary and other departments of the court; and to sponsor workshops and seminars in the legal field. Chapters are located at the Raymond Campus and the Jackson Campus-Academic/Technical Center.

### **HINDS CRIMINAL JUSTICE CLUB**

Membership in this club is open to Hinds Community College students preparing to pursue a career in Criminal Justice. Its goals are to elevate the standards of personnel in the fields of Criminal Justice.

### **HINDS CC ROBOTICS CLUB**

The primary purpose of this organization will be to bring students together through engineering, and to assemble and program robots for competition. The goals of this organization will be to educate in the field of robotics and programming, promote friendships among students from different cultural backgrounds, and promote teamwork with the students.

### **HOME BUILDERS**

Membership in this chapter shall be open to any student in the light construction curriculum. Students and instructors work jointly with the Jackson Home Builders Association in order to learn from practicing professionals.

### **I.D.E.A.L WOMAN ORGANIZATION**

We are an organization dedicated to the uplifting and empowerment of minority women on campus. Affiliates of the National Association of Colored Women's Clubs that was organized on July 21, 1896. The NACWC is the oldest African-American secular organization in existence today. IDEAL is an acronym for Intelligent Dignified Elegant Ambitious Leaders, the business-oriented campus organization, sponsored by Hinds Community College; has been helping young women achieve personal and professional growth since 2009

### **INTERNATIONAL STUDENT CLUB AND FRIENDS**

The International Student Club and Friends is designed to promote a deeper understanding of the culture of others as well as an increase in activity opportunities and service for International Students at Hinds.

## **LONDON PLAYERS**

The Lendon Players is an organization created for students who are interested in dramatics and the theatre arts. Membership is open to anyone who wishes to join and abide by the constitution and by-laws. The purpose of the Lendon Players is to foster and develop better skills, relations, and interests in the field of drama. Club members take part in the production of Campus plays.

## **MEN OF EXCELLENCE**

The primary purpose of this organization shall be to provide outstanding educational and community services to the young male community in order to promote personal growth. Growth in self-respect and self-esteem is encouraged by providing positive role models from and networking with professionals within the educational, industrial and recreational communities.

## **MONTAGE THEATRE OF DANCE**

The purpose of Montage Theatre of Dance is to provide opportunities for Hinds Community College students to participate and watch dance and to promote awareness and community building through the art of dance.

## **NON-TRADITIONAL STUDENT CLUB**

The primary purpose of this organization shall be to make the educational experience at Hinds Community College positive and rewarding for all students, including nontraditional students.

## **PHI BETA LAMBDA - EPSILON ETA**

Phi Beta Lambda is a national organization for students in postsecondary institutions enrolled in business programs. The organization operates under the guidance of business teachers, state supervisors, school administrators, and business men and women. The activities of PBL help students prepare for business and office occupations. Members have the opportunity to compete honorably with their colleagues on the local, state, and national levels in business contests.

## **RESIDENCE HALL ASSOCIATION**

The Residence Hall Association is the representative organization for Residence Hall students on the Raymond Campus with the purpose of promoting a favorable environment for fellowship, service, study, relaxation and to maintain wholesome and pleasant living conditions. Membership is open to all residence hall students with the association offering many services to its members. The executive board is comprised of representatives from each residence hall. For further information, contact the hall director or resident assistant.

## **SCREAMIN' EAGLES CAR CLUB (INACTIVE)**

Screaming Eagles Car Club host car shows and meetings that with topics related to automobile customization and competition.

## **SKILLS USA**

This club is a development club to motivate and develop an enthusiasm for learning that will help trade and industrial, technical, and health education students take their place in society. The students in Skills USA are offered an opportunity to achieve a sense of accomplishment and recognition for skills and abilities through practical competitive contests on local, state, and national levels.

# RAYMOND ORGANIZATIONS AND SPONSORS

See District Section for Regulations and Conduct Pointers

Organization	Sponsor	Building*	Phone
*See map - <a href="http://www.Hindscc.edu">www.Hindscc.edu</a>			
Agriculture Club.....	Wayne Boshart .....	MKAY .....	3340
Alpha Beta Gamma.....	James Clark .....	HSYH .....	3709
Alpha Rho Tau/Art Club.....	Sarah Teasley .....	DABY .....	3274
Band .....	Shane Sprayberry .....	BHLY .....	3273
Baptist Student Union .....	Gary Davison .....	BSU .....	857.5312
Beta Beta Beta/Biology Club.....	Elizabeth Guider.....	BMHY .....	3715
Cheerleaders .....	Ashley Horne .....	MFY. . . . .	3520
Choir.....	Andrew Head.....	RHY .....	3481
C.O.G.I.C.....	Doris Powell .....	ADMY .....	3291
Diamond Darlings.....	TBA .....	DNHY. . . . .	3449
Deaf Club.....	Loretta Sutton .....	DSBY. . . . .	3483
Delta Epsilon Chi.....	TBA .....	GBHY. . . . .	3228
Electrical Technicians.....	Jacob Wright .....	WGHY. . . . .	3421
Fellowship of Christian Athletes .....	Doug Williams.....	MFHY .....	3242
Flight Club .....	TBA .....	Airport.....	3300
Future Educators Club.....	Jennifer Rodgers .....	MHY .....	3789
Gender and Sexuality Alliance.....	Sarah Teasley .....	DABY .....	3274
Gospel Choir .....	Doris Powell.....	ADMY .....	3291
Hands-on Interpreters .....	Sandra Hester .....	GBHY .....	3487
Hinds Achievement Club.....	Melissa Woods.....	MHY	
	3465		
Hinds Association of Legal Students.....	Kathryn Ford.....	GBHY .....	3488
Hinds Connection .....	Kathryn Cole .....	Fountain Hall.....	3502
Hinds Criminal Justice Club .....	TBA.....	HSYH .....	3296
Hi-Steppers.....	Angela Hite.....	BHY .....	3346
Home Builders.....	Phil Cockrell.....	GBHY .....	3394
Honors Program.....	Deborah McCollum.....	ADMY .....	3531
I.D.E.A.L. WOMAN.....	Janella John.....	DNHY .....	3224
International Student Club			
and Friends.....	Michelle Davison.....	ADMY .....	3282
Lendon Players.....	Alison Stafford.....	BRHY .....	3267
Livestock Judging Team.....	TBA .....	MKAY.....	3333
Men of Excellence.....	Rodrick Jones.....	BHY .....	3388
Montage Theatre of Dance.....	Tiffany Jefferson.....	RHY .....	3460
Mu Alpha Theta.....	Betty Collins.....	HSYH .....	3245
Non-Traditional Student Club.....	TBA.....	DNHY .....	3374
Phi Beta Lambda.....	Colla Chapman.....	WGHY .....	3522
Phi Theta Kappa.....	Deborah McCollum.....	ADMY .....	3531
Psi Beta .....	Sharon Dorman .....	BRHY .....	3446
Reform University Fellowship.....	TBA .....	RUF .....	3216
Residence Hall Association .....	TBA		
Robotics Club.....	Jacob Wright .....	VTCY .....	3421
Skills USA.....	Career-Technical.....	VTDY .....	3477
Student Government Association.....	DeAndre House.....	DNHY .....	3232
	Jessica Brown.....	HPHY .....	3371
Wesley Foundation			





# Utica Campus



# UTICA DIRECTORY

FOR	WHO	WHERE	PHONE
Dean of Instruction.....	Dr. Marquise Kessee.....	A .A . Building .....	601.885.7003/7004
Academic Counseling.....	Tekita Thomas.....	A .A . Building .....	601 .885 7022
Activities .....	TBA .....	Student Union .....	601.885 7048
Administrative Services.....	Sherry Franklin .....	A .A . Building .....	601 .885 7002
Admissions .....	Lillie Young .....	A .A . Building.....	601.885 7025/7026
Adult/Continuing Ed.....	Carla Causey .....	Raymond Campus .....	601 .885 7162
Basketball (Men).....	Jonathan Nevol.....	Boyd Gym.....	601.885 7018
Basketball (Women) .....	Jackie Martin-Glass.....	Boyd Gym .....	601.885 7015
Building & Grounds Info.....	Larry Edwards.....	Maintenance .....	601.885 7080/7205
Bookstore.....	TBA .....	Student Union .....	601.885 7069
Campus Police .....	Herman Horton.....	Unit C.....	601 .500 1432
Cheerleaders .....	Jerrica Stimage .....	Student Union .....	601 .885 7090
Dean of Students .....	Sharon Alexander .....	Student Union .....	601 .885 7005/7006
Federal Programs .....	Libby Thigpen .....	Technology Building.....	601.885 7024/7082
Finance.....	Lucille Stimage.....	Student Union .....	601 .885 7028
Financial Aid .....	TBA .....	A .A . Building .....	601.885 7012/7011
Housing (Men) .....	Crystal Henry .....	Student Union .....	601.885 7177
Housing (Women) .....	Crystal Henry .....	Residence Hall .....	601.885 7177
Librarian .....	Diana Brown.....	Wm . H . Holtzclaw.....	601.885 7034/7035
Music Choir .....	Larry Robinson .....	Fine Arts Building.....	601.885 7079
Mailroom .....	Denny Spell .....	.....	601.885 7144
Public Relations .....	Vergie Morgan.....	Technology Building .....	601 .885 7074
SGA .....	Sharon Alexander.....	Student Union .....	601.885 7005
Student Services.....	Sharon Alexander.....	Student Union.....	601.885 7005/7006
Student Success Director .....	Yolanda Houston .....	A .A . Building.....	601 .885 7174
Support Services Director.....	Tara Johnson .....	Workforce.....	601 .885 7045
Talent Search Counselor.....	Cynthia Jones .....	Student Union .....	601 .885 7068
Talent Search Director.....	Pamela Garrett-Williams..	Student Union .....	601.885 7165
Title IX-Sexual Misconduct			
Deputy Title IX Coordinator	Lillian Robinson.....	A .A . Building.....	601 .885 7128
Transportation .....	Michael Williams.....	Bus Shop.....	601.885 7053/7054
Career Technical			
Counseling .....	Lillian Robinson.....	A .A . Building.....	601 .885 7128
WIA .....	Beverly Trimble .....	Fine Arts Building .....	601 .885 7136
Recruiting .....	Donny Epting .....	Student Union .....	601 .885 7009
*Counselor for students with disability needs			

## THE DEAN OF STUDENTS

Reaching the interest, needs, and purposes of all students for superior educational, social, career, and cultural orientation, adjustment, and growth involves the supplemental and coordinate planning of numerous school officials, faculty and staff members: among them are the Dean of Students, the Residence Hall Counselors, Departmental Chairmen, Counselors and Directors of Veterans Services and chairmen and directors of school agencies and organizations affecting the welfare of students.

The Dean of Students is the officer of the College charged with the supervision and coordination of all Student Personnel Services. He is a counselor to the students and has immediate supervision of their welfare and activities. The services of his office are for all students. Students are urged to use them.

The Dean of Students' Office includes a number of offices which offer services to students. He delegates to the directors of these various services authority for carrying out specific phases of the student personnel program.

## **CAMPUS SERVICES AND FACILITIES**

### **STUDENT LIFE AND SERVICES**

The Utica Campus is characterized by a warm and friendly atmosphere that is conducive to moral, social, civic, cultural and intellectual development. Student life in and beyond the classroom is designed to enable students to become happy, productive, and successful citizens through active participation in extra-curricular activities and the instructional program.

The Utica Campus provides the following services to aid the growth and development of its students.

### **STUDENT SUPPORT SERVICES**

The Student Support Services program is designed to serve 175 low-income and first-generation college students with potential to complete their program of study. Students are often admitted through referrals from Upward Bound, Talent Search or simply from other college staff. Financial, group, personal and career counseling are provided, as well as both peer and professional tutoring. Transfer assistance is also provided to those students who plan to further their education at a four-year institution of higher learning.

### **INSTRUCTION AND INTERVENTION EQUALS RETENTION AND GRADUATION (I2=RG)**

The I2=RG Program is designed to support the overall mission of Hinds Community College by providing academic college transfer programs that lead to an associate's degree and fulfil the first two years of a Bachelor's degree; this program also provides career/technical programs that respond to industry and community needs and lead to professional credentials, certificate, and/or Associate in Applied Science.

The purpose of this grant funded program is to strengthen student achievement and increase student retention at Hinds Community College, Utica campus. This activity strives to provide quality student services and programs that engage in college life and assist students with the transfer process.

### **ORIENTATION OF NEW STUDENTS**

An orientation program is conducted during the opening week of school for students who are entering the College for the first time. The orientation program is planned and carried out jointly by students and faculty members and covers both academic and social problems.

The main objective of this program is to assist new students in making rapid and successful adjustments to their new educational situation and environment. New students have an opportunity to meet faculty members and become acquainted with the school, its facilities and its program of instruction. Guides for routine campus life are given to students through handbooks, bulletins, announcements, and informal meetings. Other phases of orientation to college life are provided through a regularly scheduled orientation course, a requirement for graduation for academic students, that meets once per week for one semester.

### **TESTING**

During Freshman Orientation Week, freshman and transfer students are given a series of tests. These tests are not given for admission, but are designed to measure academic ability, career interest, intelligence, and achievement. The results of these tests are used by College officials to make recommendations to students for educational guidance.

Freshmen are required to take and complete the Entrance Standardized Test during the first week of registration. Students in violation of this policy will not receive grade reports nor graduate until the testing requirement has been fulfilled.

## **COUNSELING (See District section)**

Individual and small group counseling by professionally trained counselors is available to students who need assistance with educational, career, social, or personal problems. Counseling service is available upon request or by referral through full-time counselors in the academic curricula, special projects, or career-technical areas. Private offices for counseling are located in the Academic- Administration, Career-Technical and Campus Union Buildings. Counselors advise students not only in curricular or educational matters, but also give attention to varied personal and inter-personal problems of students - health, financial adjustment, social adjustment, career choice and proposed after school adjustment to life.

## **TRANSPORTATION**

Transportation is provided to students who live in the Hinds Community College District (supporting counties of Hinds, Claiborne, Copiah and Warren) . College owned and operated buses transport students to and from school on a daily basis, arriving on campus at approximately 8:10 a.m. and departing at 4 p.m.

By full cooperation on the part of the drivers, students and parents, as well as school authorities, it is certain that efficient bus service can be maintained for the students riding the buses at the Utica Campus.

1. The school bus is defined as a classroom on wheels. Students occupying the bus at any time are expected to conduct themselves in a classroom-like manner .
2. The drivers are responsible for maintaining order among the students being transported . It is their duty to enforce these rules and regulations .
3. Students are to be ready when the bus arrives and leaves.
4. The use of profane language or loudness is forbidden.
5. The driver shall not smoke or use tobacco nor permit the use of tobacco by the students.
6. The emergency door shall not be opened except in cases of emergency.
7. Students shall not ride with arms or any other part of the body outside the bus .
8. Only the students of the regular route are to ride the bus unless written permission is obtained from the Dean of Students .
9. The buses will leave the college's loading zone promptly at 4 p.m..
- 10...After you have gotten off the bus at school, you are not to re-enter until the end of the school day .

## **BOARDING OF BUSES**

- 1 Each student must be wearing a current and valid Hinds ID in plain view in order to board a bus . This must be done each day that the student boards the bus .
- 2 If a student loses his ID Card while he/she is off the Campus, he/she can be allowed to board a bus enroute to school by giving the bus driver his name . Upon reaching the Campus, the driver will give the name to the Dean of Students . Before attempting to board a bus enroute home, the student must secure an ID Card from the Dean of Students .

## **EXCUSE OF "LATE BUS" ABSENTEES**

Excuses for late buses will be issued in the following manner:

- 1 . The bus driver will collect ID Cards as the students unload from the bus on Campus .
- 2 The bus driver will bring the ID Cards and time of arrival on Campus to the Dean of Students .
- 3 The Dean of Students will prepare an excuse for each student whose ID Card Is turned in by the bus driver .

## **BUS ID**

Students riding the bus must have a valid ID indicating that the required bus fee has been paid.

## **IN CASE OF EMERGENCY (TORNADO)**

The following procedures and directions are in effect for each building during the tornado drill or a real tornado.

1. Close windows and doors; go directly to the hallway; get in sitting position facing the wall with head bent forward toward legs and with hands clasped over your head .
- 2 . Persons in the Academic Administration Building will go to the downstairs hallway .

3. Persons in the McCadney Building will go to the downstairs hallway.
4. Persons in the D.W.L. Davis Building will go to the hallway.
5. Persons in the Library will go to the restrooms and hallway.
6. Persons in the Cosmetology Building will go to the downstairs hallway.
7. Persons in the Student Union Building will go to the downstairs hallway.
8. Persons in the Career Development Center will go to the downstairs hallway.
9. Persons in the high school gym will go to the hallway in the high school building.
10. Persons in the Student Center will go to the hallway.
11. Persons in Boyd Gym will go to the restrooms.
12. Persons in the Bus Shop and the Maintenance Building will go to the restrooms.
13. Persons in the residence halls will go to the downstairs hallway.
14. Persons at home on campus will go to the hallway or bathroom.

## **MEALS FOR RESIDENT STUDENTS**

Meals are served in the cafeteria at regular hours, except during holiday periods. A schedule of meals is posted at the beginning of the semester. Visitors and guests of students who eat in the cafeteria are required to pay for their meals. All students living in the residence halls are required to purchase a 19 meals per week plan.

Meal plan fees will be assessed to all students living in the residence halls. Record of such meal plan is contained on the student's ID. The meal plan is non-transferable and the student's ID card must be presented to the cafeteria cashier to be scanned at each meal. Persons who do not present a valid Hinds ID containing a meal plan therein will be required to pay cash for their meal.

## **CAFETERIA HOURS**

### **Monday-Friday**

Breakfast	7:30 a.m. - 8:30 a.m.
Lunch	11 a.m. - 1 p.m.
Dinner	4:30 p.m. - 6 p.m.

### **Weekend Hours**

Brunch	11 a.m. - 12:30 p.m.
Dinner	4:30 p.m. - 5:30 p.m.

### **Summer Hours**

Breakfast	7:30 a.m. - 8:30 a.m.
Lunch	11 a.m. - 1 p.m.
Dinner	4 p.m. - 5 p.m.

## **HEALTH**

Realizing the importance of good health to students' educational progress and future welfare, the College offers every possible advantage to preserve and promote physical well-being. Serious illnesses and accidents are referred to a local physician or hospital for treatment. The campus nurse is available on Tuesday and Thursday in DWL Davis Building Room 141.

## **LIBRARIES AND ARCHIVES**

The William H. Holtzclaw Library is located at the corner of Union Drive and School Drive. It is across the street from the former Hinds Agricultural High School. The library houses over 27,000 print and non-print items. The special collections include: The William H. Holtzclaw Jr. Black Heritage Collection, The Utica Normal and Industrial Institute Archives, The Graphic Novel Collection, and The Children's Collection. Student have access to items from any of the six (6) campuses of Hinds Community College through the online public access catalog (OPAC).

Computer and wireless access is available. Students may borrow laptops to use in the library. Printing is available through the WEPA (wireless everywhere, print anywhere) kiosk located just outside the children's room on the first floor. Printing costs \$.10 per page for black/white prints and \$.45 per page for color prints. Students are provided with \$10 per semester for printing purposes by Hinds.

Fall/Spring Semester hours:

Monday – Thursday 8 a.m. – 7:30 p.m.

Friday 8 a.m. – 4:30 p.m.

Summer hours:

Monday - Friday 8 a.m. – 4:30 p.m.

### **BOOKSTORE AND MAILROOM**

Books, supplies, dry goods, and other non-perishable items are available to students in the Bookstore. Stamps and other mail services are available to students in the Campus Mailroom. The Bookstore and Post Office are located in the Campus Union.

### **MAILROOM HOURS**

Monday - Friday 8 a.m. - 11:30 a.m.

12:30 p.m. - 4 p.m.

### **BARBERING AND COSMETOLOGY**

Complete barbering services are available to students through the Barbering Laboratory of the Career Barbering Program. Beauty shop services are also available to students through the Cosmetology Laboratory of the Career Cosmetology Program. Both laboratories are located in the new barbering and cosmetology complex, H. H. Davis Hall, which is adjacent to the Campus Union Building.

### **STUDENT HANDBOOK**

Written guidance is provided in the STUDENT HANDBOOK. The goals of the College and the regulations which govern student life are summarized. Each student is expected to know and observe the regulations contained in the handbook.

### **SOCIAL LIFE**

Banquets, parties, fashion and variety shows, pageants, contests, movies, and other opportunities for social contact are planned by students and faculty throughout the year. Annual social affairs include the Homecoming Ball, the Pre-Christmas Ball, Sweetheart Ball, and the Spring Ball. These formal affairs allow students an opportunity to learn and practice the social graces.

### **RELIGIOUS ACTIVITIES**

The College is a tax-supported institution and teaches no creed in its classrooms. However, several religious activities are provided to help students recognize the resources of religion and practice a desirable philosophy of life. Religious activities include Religious Emphasis Week and periodic religious assemblies.

### **CAMPUS POLICE**

The Campus police office is maintained by full-time, uniformed police officers during school hours. Police officers maintain the safety of students, faculty and facilities through periodic patrols of streets and buildings, regulation of traffic flow and parking, and monitoring of student behavior. Police officers have constable status and are empowered to issue citations and make arrests.

**STUDENT ORGANIZATIONS** - See Student Organization Regulations and Conduct Pointers in District Section

The Student Organizations are founded on the belief that all students should participate in some activity that will enhance their chances to adjust socially in this modern day society. Participation in organizations may serve to develop special talents and skills, usage of leadership ability by gaining poise, integrity, and intuition in presiding over activities. In making a choice of organizations, the student should consider his interests, health, scholarship, finances, and home relations.

## **SCHOLASTIC ORGANIZATIONS**

### **PHI THETA KAPPA - Alpha Beta Xi Chapter**

Phi Theta Kappa, an international honors society for the two-year college student, is composed of students whose cumulative grade point average is 3.5 or higher and have completed a minimum of 12 transferable college hours. Local chapters participate in state, regional, and national activities. More information is available on the Phi Theta Kappa website - [www.ptk.org](http://www.ptk.org)

### **PROCEDURE TO ORGANIZE NEW CLUBS AND ORGANIZATIONS ON THE UTICA CAMPUS**

See District Section—Student Organizations-Starting a new organization

### **ADDITIONAL ACTIVITY REGULATIONS**

- 1 . Students with student conduct restrictions are ineligible for participation in certain activities and may not be elected to student offices.
- 2 . If enough students request an organization and a sponsor is secured, an activity will be organized .
- 3 . One can participate in as many activities as he desires as long as it doesn't interfere with his academic performance .
- 4 . By no means will students be excused from their classes to attend rehearsals because excusing students from class is detrimental to classroom work.

### **CLUBS AND ORGANIZATIONS**

All clubs and organizations must register yearly with the Office of Student Services.

### **ANNUAL STAFF/YEARBOOK**

The purpose of the Annual Staff is to produce a yearbook that creates viewing pleasure that recaptures all memorable, exciting, and fun experiences that occur throughout the year. This club is open to students who maintain a "C" or above average and have the ability to master English and to write legibly. Membership is voluntary.

### **ATHLETICS**

Varsity and intramural athletics are promoted . Varsity sports include men's and women's basketball, and men's and women's tennis .

### **CHEERLEADERS**

The Cheerleaders help promote good sportsmanlike conduct, arouse real school spirit and accompany and cheer the teams to victory . This club is open to all eligible students .

### **CULINARY ARTS CLUB**

The Culinary Arts Club will explore topics such as the value of homemade meals, the different preparations and types of food found in different cultures, and the importance of proper nutrition. This club will also collaborate with the community to feed low income families and the homeless.

### **NATIONAL ASSOCIATION OF BLACK JOURNALISTS**

Working on the school newspaper offers students an opportunity to acquire and develop skills in journalism. The editorial staff of this publication is made up of students selected by other newspaper staff members.

### **NATIONAL TECHNICAL HONORS SOCIETY**

This club is designed to honor technical majors for their outstanding accomplishments. To be eligible students must be majoring in a career technical area and have 3.0 grade point average.

### **PRE- ALUMNI NATIONAL ALUMNI ASSOCIATION**

Pre-Alumni National Alumni Association's primary purpose of this organization will be to promote and assist with Alumni activities. The specific purposes of this organization will be to identify and prepare future Alumni leadership and to work with existing alumni and strengthen the community base.



## **RESIDENTIAL ASSISTANTS**

This club is to provide opportunities to serve as a residential leader. To be eligible students must live in the residence hall, must complete an application, have a grade point average of 2.5, and submit three letters of recommendations.

## **SCIENCE, TECHNOLOGY, ENGINEERING & MATH (STEM) CLUB**

This club is designed to develop creative thinking and an appreciation for the aesthetic value of science in relation to everyday life. It also assists in developing scientifically sound minds. This club is open to all students enrolled in STEM classes.

## **SKILLS USA**

This club is a development club to motivate and develop an enthusiasm for learning that will help trade and industrial, technical, and health education students take their place in society. The students in Skills USA are offered an opportunity to achieve a sense of accomplishment and recognition for skills and abilities through practical competitive contests on local, state, and national levels.

## **SOCIOLOGY/PEER EDUCATORS CLUB**

The purpose of this club is to develop a greater awareness of community problems and service to others. This club is open to all students at the Utica Campus especially those majoring in the social sciences.

## **STUDENT GOVERNMENT ASSOCIATION**

The Student Council, the key organization, exists on the Campus to promote the general welfare of the school, to provide active participation for students in matters of general welfare, and to train its participants for leadership. The membership of the council is made up of representatives from each class.

## **TEACHER & EARLY CHILDHOOD EDUCATION**

This club is designed to enrich prospective teachers and early childhood education majors to become knowledgeable of best practices and pedagogy in the teaching profession.

## **UTICA CONNECTION**

This club is created to perform in the areas of public relations, recruitment, and hosting. Public relations functions will include serving as "greeters" and/or tour guides and assisting with registration of participants at special activities of the College. Recruiting functions will include visiting high schools, manning booths and displays at the fair, shopping centers, and other locations, and communicating with prospective students by telephone and by correspondence. Hosting functions will include the set-up, service, and clean-up as needed for teas, receptions, luncheons, and official dinners given by or sponsored by the College.

## **WESLEY FOUNDATION**

This club is the interdenominational involvement of students, faculty, the College community, and the community church institutions seeking to cultivate human religious growth in higher education. The club is open to anyone who wishes to participate.

## **DUTIES AND QUALIFICATIONS OF CLUB AND ORGANIZATION OFFICERS**

For the position of Mr. and Miss Utica Campus the following qualifications must be met:

1. Must have and maintain a grade of "C+" (2.5) or better.
2. Must be single and remain single throughout reign.
3. Must not be or become a mother or father during reign.
4. Must be free of criminal records, including student conduct restrictions of the College.
5. Must be free of immoral conduct—free of student conduct actions.

Election of major student officers such as Student Government President, Mr. and Miss UJC, etc. is the result of a majority vote by the student body. Further appointments may be made by the SGA President with the consent of the SGA at large and are subject to the approval of the Dean of Students and the campus Vice-President.

## **QUALIFICATIONS FOR SGA CANDIDATES**

1. All candidates for SGA officers must have and maintain a grade of 2.5 or better.
2. All candidates must be free of immoral conduct .
3. All candidates must be currently enrolled as a full time freshman with a minimum of 12 or more hours at Hinds CC-Utica .

## **SGA OFFICERS AND MR & MISS UC BENEFITS**

1. Active participation in all general assembly programs .
2. Free access, with expenses, to all student trips taken in the name of the institution.
3. Free access to services in the barbering and cosmetology departments.
4. Free admission to all events or activities held on Campus .
5. Access to these benefits will be forfeited should the student's GPA fall below the required 2.5 GPA.

## **VOTING PROCEDURES**

1. All voting for SGA officers will be online
2. Each person may cast only one vote .
3. The SGA will have the authority to examine each candidate's record .
4. The first runner up will take the title in instances where the constitution is violated.
5. Students must be current Utica Campus students .

## **SGA OFFICER DUTIES**

- A . President
  - Shall preside over all meetings and have the power to call meetings whenever necessary .
  - Shall have the power to appoint all committees .
  - Shall vote only in case of a tie .
  - Shall see that all laws and statutes of the Constitution are enforced .
- B . Vice President
  - Shall discharge the duties of the president in their absence, or in case of a vacancy in the presidency shall serve until a successor is elected .
- C . Recording Secretary
  - Shall take and keep a record of all proceedings of the organization .
  - Shall sign all expense vouchers issued in the Association's name .
  - Shall bring to meetings all previous records, a Constitution, the roll, and a list of the members of all committees.
  - Shall notify all members of a meeting two days prior to meeting .
- D . Corresponding Secretary
  - Shall communicate on all public and private matters of the Association. — Shall have had typing experience.
- E . Treasurer
  - Shall keep a complete and accurate record of all financial accounts. — Shall sign all expense vouchers issued in the Association's name .
- F . Business Manager
  - Shall transact all business of the Student Association and keep an accurate record of all disbursements.
  - Shall sign all expense vouchers issued in the Association's name .
- G . Chaplain
  - Shall conduct all religious activities at each meeting

## CLUBS/ORGANIZATIONS SPONSOR

See District Section for Regulations and Conduct Pointers

Organization	Sponsor	Phone
Annual (yearbook).....	Dan Fuller.....	601.885.7074/7097
Athletics.....	Jonathan Nevol.....	601.885 7018
Cheerleaders.....	Jerrica Stimage.....	601.885 7090
Choir Club.....	Larry Robinson .....	601.885 7079
Culinary Arts Club .....	Stacy Adams .....	601.885 7114
Freshman Class .....	Margaret Mims.....	601.885 7197
National Association of Black Journalist .....	Timothy Crisler.....	601.885 7071
Phi Theta Kappa .....	Beverly Trimble .....	601.885 7136
Physical Education (Basketball-Men).....	Jonathan Nevol.....	601.885 7018
Physical Education (Basketball-Women).....	Jacqueline Glass.....	601.885 7015
STEM .....	Dr. Carrie Kirkland.....	601.885 7192
Skills USA .....	TBA.....	601.885 7042
Sociology .....	Gloria Daniels.....	601.885 7030
Sophomore Class.....	Brenda Baker .....	601.885 7032
Student Government Association .....	Sharon Alexander .....	601.885 7005
Student Support Services .....	Tara Johnson .....	601.885 7045
Teacher/Early Childhood Education Club .....	Yolanda Houston .....	601.885 7174
Wesley Foundation .....	TBA .....	601.885 7079
Utica Connection .....	Arlisious Nettles.....	601.885 7120

# Jackson Campus



## Academic/Technical Center

### JACKSON-ATC DIRECTORY

FOR	WHO	WHERE	PHONE
Admissions .....	Dominic Jackson.....	Academic/Technical Center.....	601 .987 .8107
Admissions.....	Jazzmine Nelson .....	Academic/Technical Center.....	601 .987 8762
Academic Dean .....	Dr. Shakira Cain-Bell .....	Academic/Technical Center.....	601 .987 8751
CTE Dean.....	Dr. Sharon Hudson .....	Academic/Technical Center.....	601 .987 8162
Business Office.....	Pritannica Lewis.....	Academic/Technical Center.....	601 .987 8166
	Jenny Grantham .....	Academic/Technical Center.....	601 .987 8163
*Campus Information.....			601 .366 1405
Counseling .....	Tameka Levy .....	Academic/Technical Center.....	601 .978 8761
	Kathryn Murphy .....	Academic/Technical Center .....	601 .987 8158
	Tiffany Johnson .....	Academic/Technical Center.....	601 .978 8158
Dean of Students.....	Dr. Timothy Rush, Sr....	Academic/Technical Center.....	601 .987-8160
Financial Aid.....	Cynthia Young.....	Academic/Technical Center.....	601 .987 8440
GED® Center .....	Alisa Hughes .....	Academic/Technical Center .....	601 .987 8150
Library .....	Lakesha Smith .....	Academic/Technical Center .....	601 .987 8123
M2M (Minority Male Leadership).....	Dr . Aleisha Escobedo .....	Academic/Technical Center .....	601 .987 8109

\*See Directory in District Information and Services section for other services.

## **SCHOLASTIC ORGANIZATIONS**

### **PHI THETA KAPPA - Alpha Zeta Omega Chapter**

Phi Theta Kappa, an international honors society for the two-year college student, is composed of students whose cumulative grade point average is 3.5 or higher and have completed a minimum of 12 transferable college hours. Local chapters participate in state, regional, and national activities. More information is available on the Phi Theta Kappa website - [www.ptk.org](http://www.ptk.org)

## **SPECIAL INTEREST ORGANIZATIONS**

### **AFRO-AMERICAN CULTURAL SOCIETY**

The Afro-American Cultural Society is a service and student awareness organization. The objectives of the organization are to promote scholarship, citizenship and fellowship. These objectives will provide a positive relationship between Afro-American students of Hinds Community College and the student government as well as the administration. Membership is open to those students who have a genuine interest in the purpose for which the organization was established.

### **STUDENT SENATE**

The student body consists of all enrolled students. The Student Senate serves the student by presenting student input through elections, special activities, clubs and organizations. Selected senate members serve on the District Student Government Association (SGA) which is the governing body for each local Student Senate.

### **AMERICAN INSTITUTE FOR DESIGN AND DRAFTING**

American Institute for Design and Drafting is sponsored by the Computer Aided Design Department. The purpose of the club is to promote professionalism in the field. Membership is made up of Drafting and Design majors.

### **CHRISTIANS IN ACTION CLUB**

Christians in Action is a non-denominational club that equips students to better understand religious principles. Activities include weekly Bible studies, fellowships, and campus and community-wide service projects. The club is open to all students primarily as well as persons from the surrounding community.

### **DELTA EPSILON CHI**

Delta Epsilon Chi identifies the program of youth activity relating to Distribution and Marketing Technology-Distributive Education Clubs of America and is designed to develop future marketing and distribution leaders. Its purposes are to develop a respect for education in marketing and distribution and hotel/motel restaurant management which will contribute to occupational competence and to promote understanding and appreciation for the responsibilities of citizenship in our free competitive enterprise system. Membership on the Jackson Campus is limited to students enrolled in Hotel Restaurant Management Technology.

### **HINDS ASSOCIATION OF LEGAL STUDENTS**

The Hinds Association of Legal Students exists to encourage an awareness of the importance of the basic skills necessary to do work of a legal nature and to promote a better understanding of the responsibilities involved; to acquaint students with the function of the judiciary and other departments of the court; and to sponsor workshops and seminars in the legal field.

### **INTEGRATED ARTS SOCIETY** (petitioning for recognition in fall 2010)

The JATC Integrated Arts Society is a vital campus enrichment activity meant to inspire cultural enrichment, community participation in the arts, and respect for diversity and increased awareness for and through the arts.

### **PHI BETA LAMBDA (PBL)**

Phi Beta Lambda is an educational association of student members preparing for careers in business. It is open to all students in all areas of business. PBL promotes leadership and members participate in state, regional, and national activities.

SKILLS USA

This club is a development club to motivate and develop an enthusiasm for learning that will help trade and industrial, technical, and health education students take their place in society. The students in Skills USA are offered an opportunity to achieve a sense of accomplishment and recognition for skills and abilities through practical competitive contests on local, state, and national levels.

SOCIOLOGY CLUB

The Sociology Club provides an open forum for active participation and discussion of sociological issues by all students. Activities include summits, forums and focus sessions dealing with specific issues facing students. Students also engage in professional conferences, job opportunities, internships and mentoring relationships within the community and other organizations. This Club is open to all students.

SUNSET READERS BOOK CLUB

The Sunset Readers Book Club’s primary purpose of this organization shall be to promote an interest in library services and a passion for reading. The specific purposes of this organization shall be: to introduce members to contemporary authors and continuous reading of classic works, to promote friendships among members of the book club at Hinds Community College, and to provide an open forum for the ideas and opinions through book discussions.

CAMPUS SERVICES AND FACILITIES

FINANCIAL AID AND VETERANS SERVICES

FOR INFORMATION—SEE DISTRICT INFORMATION SECTION

FOR FURTHER INFORMATION

Additional procedures that pertain to this location are discussed during the first week of classes. Students are to read the General Information section at the beginning of this handbook since they apply to all students at each location.

Students may also refer to the District and Raymond Campus section for information on student activities.

JACKSON-ATC CLUBS/ORGANIZATIONS SPONSOR  
TELEPHONE DIRECTORY

See District Section for Regulations and Conduct Pointers

Organization	Sponsor	Phone
Afro-American Cultural Society.....	TBA	
American Institute for Design and Drafting .....	Jeff Lewis.....	601.987 8146
Christians in Action.....	TBA.....	601.987 8149/8439
Delta Epsilon Chi.....	Austin Lee.....	601.987 8155
Hinds Association of Legal Students.....	Dr. Shivochie Dinkins.....	601.987 8114
Integrated Arts Society.....	Lawrence Greene.....	601.987 8108
Phi Beta Lambda.....	Dr. Linda Pates.....	601.987 8122
Phi Theta Kappa.....	Dr. Phatia McClellan.....	601.987 8174/8106
Skills USA.....	TBA .....	601.987 8146
Sociology Club.....	Sharon Turner Davis.....	987 8149
Student Senate.....	Dr. Marla Wiley, Dr. Linda Pates.....	601.987 8176/8136
Sunset Readers Book Club.....	Lakesha Smith, Germaine Thompson.....	601.987 8123/8102
Title IX-Sexual Misconduct Deputy Title IX Coordinator.....	TBA .....	601.987 8158





# Nursing/Allied Health Center

## JACKSON-N/AHC DIRECTORY

FOR	WHO	PHONE
District Dean of Health Sciences, Dean, NAHC	Kathy Elliott	601.376.4950
Dean of Allied Health	Christy Bokros	601.376.4952
Dean of Nursing	Dr. Melissa Tillson	601-376-4953
Dean of Student Services, NAHC		
Director/Counselor	Joycelyn Washington	601.376.4802
Administrative Assistant to the Dean	Melissa Shelby	601.376.4951
Admissions		
Dental Assisting Technology		601.376.4807
Health Information Technology		601.376.4807
Medical Laboratory Technology		601.376.4807
Physical Therapist Assistant		601.376.4807
Surgical Technology		601.376.4807
Diagnostic Medical Sonography, Radiologic Technology		601.376.4807
Emergency Medical Science-EMT/Paramedic		601.376.4807
Associate Degree Nursing, Respiratory Care Technology		601.376.4807
Practical Nursing and Transition to RN		601.376.4807
Health Care Assistant/Short-Term Program		601.376.4807
Cashier	Diane Curry	601.376.4805
Clinical Records Clerk	Penny Bishop	601.376.4806
Campus Information	Receptionist	601.376.4807
Computer Learning Center	Joyce Adams	601.376.4814
Continuing Education	Kim Neely	601.376.4958
Counselor/Admissions Manager	Christie Adair	601.376.4813

*Counselor/Disability Services Coordinator.....	Cooper McCachren.....	601.376.4803
Financial Aid		
Financial Aid Staff.....	Erica Jameson.....	601.376.4818
Library .....	Jennifer Smith.....	601.376.4816
	Tonya Daniels.....	601.376.4816
Police Office .....	Chief Derrick Smith.....	601.376.4912
Recruiter .....	Tiffany Johnson .....	601.376.4804
Tech Nest.....	Nursing/Allied Health Center .....	601.376.4815
Title IX-Sexual Misconduct - Deputy Title IX Coordinator		
	Joycelyn Washington, Anderson Hall, Student Services Suite, Office 2.....	601.376.4802

\*See Directory in District Information and Services section for other services.

## SCHOLASTIC ORGANIZATIONS

### PHI THETA KAPPA - Alpha Iota Chapter

Phi Theta Kappa, an international honors society for the two-year college student, is composed of students whose cumulative grade point average is 3.5 or higher and have completed a minimum of 12 transferable college hours. Local chapters participate in state, regional, and national activities. More information is available on the Phi Theta Kappa website - [www.ptk.org](http://www.ptk.org)

### LAMBDA BETA

The Hinds chapter of Lambda Beta is a national honorary society for respiratory care students and is academically limited to the upper 25% of the respiratory therapy students.

### ALPHA DELTA NU

The Hinds chapter of Alpha Delta Nu is a national honor society for associate degree nursing students. The objective of the honor society is to recognize the academic excellence of students in the study of associate degree nursing.

## SPECIAL INTEREST ORGANIZATIONS

### AMERICAN DENTAL ASSISTANTS ASSOCIATION (ADAA) STUDENT GROUP

The ADAA is an organization whose objectives are to share in the responsibility for quality dental health care, advance the practice of dental assisting by encouraging formal education to educationally support the dental assisting profession, and to communicate effectively with all members of health-related professions.

Membership is open to any full-time student in a dental assisting program or to a graduate of a dental assisting program enrolled full-time in either a program related to dentistry or in a college degree program.

### STUDENT NURSE ORGANIZATION (SNO)

Membership in SNO is open to all Hinds Community College Division of Associate Degree Nursing Students. The purpose of this organization is to promote scholarship, the development of professional responsibility, leadership skills, and an awareness of community, social and health care needs. Members participate in a variety of service activities. SNO membership also provides membership in the Mississippi Organization for Associate Degree Nursing Student Organization.

### STUDENT PRACTICAL NURSES ORGANIZATION (HCCSPNO)

Membership in HCCSPNO is open to all Hinds Community College Practical Nursing Students. The purpose of this organization is to promote the professional development of the practical nursing student, promote the practical nursing program and profession in the community, and provide opportunities for community based health promotion and participation to the practical nursing students. HCCSPNO is a chapter of the Mississippi Licensed Practical Nurses Association (MLPNA).

**STUDENT HEALTH INFORMATION MANAGEMENT ASSOCIATION**

The Student Health Information Management Association is a student organization which promotes professionalism in the medical record field through sponsoring speakers and social functions for its members .

**STUDENT MEDICAL LABORATORY TECHNOLOGY CLUB**

The purpose of Student Medical Laboratory Technology (MLT) club is to promote student scholarship, professional responsibility, and leadership skills.

**STUDENT SENATE**

The student body consists of all enrolled students . The Student Senate serves the student by presenting student input through elections, special activities, clubs, and organizations . Selected senate members serve on the District Student Government Association (SGA) which is the governing body for each local Student Senate.

**JACKSON-N/AHC CLUBS/ORGANIZATIONS SPONSOR**

See District Section for Regulations and Conduct Pointers

Organization	Sponsor	Phone
Alpha Delta Nu.....	Karan Grimes.....	601.376.4875/601.376.4863
Hinds CC Student Practical Nurses Organization (HCCSPNO).....	Carol Manley.....	601.376.4850
Lambda Beta.....	Lashonda Eades.....	601.376.4827
Phi Theta Kappa (Fall and Spring election).....	Joycelyn Washington .....	601.376.4802
Student Health Information Management Association.....	Michelle McGuffee.....	601.376.4823
Student Medical Laboratory Technology Club.....	TBA.....	601.376.4824
Student Nurse Organization (SNO).....	TBA.....	601.376.4865
Student Government Association (Fall Election)	Cooper McCachren.....	601.376.4803

## **CAMPUS SERVICES AND FACILITIES**

### **STUDENT LOUNGE**

Coin operated beverage and snack machines are available in the student lounge on the first floor of the Annex .

### **COMPUTER LEARNING CENTER**

The Computer Learning Center is located in Anderson Hall in Rooms 1 and 2 . Students may use the lab for computer assisted instruction that accompanies nursing and allied health programs. Tutorial programs are also available for student use. The Computer Learning Center is open when classes are in session:

Monday – Thursday ..... 7:30 a.m. - 7:30 p.m.

Friday ..... 7:30 a.m. - 3:30 p.m.

### **LEARNING RESOURCES CENTER**

The Learning Resources Center (LRC) contains a Library and a Media Center which operates in conjunction with the Raymond Campus Media Center The LRC maintains a collection of books, computerized indexes, periodicals, and audiovisuals that pertain to the health professions..An online public access catalog (OPAC) provides access to the holdings of the Nursing/Allied Health Center LRC and to the holdings of the other Hinds Community College LRCs The LRC is open the following hours when classes are in session:

Monday, Tuesday, Thursday ..... 7:30 a.m. - 7 p.m.

Wednesday ..... 7:30 a.m. - 4 p.m.

Friday ..... 7:30 a.m. - 3 p.m.

A currently validated Hinds CC identification card is required for use of materials. The telephone number is 601 .376 .4816 and the fax number is 601 .376 .4966 .

See the District section for additional information on the Hinds CC Learning Resources Centers.

## **SPECIAL NURSING/ALLIED HEALTH CENTER REGULATIONS**

Nursing/Allied Health Center programs students are required to adhere to the rules and regulations of the affiliating clinical agencies as well as Hinds Community College rules and regulations Information will be provided through the College Catalog, Nursing/Allied Health Student Manual, and program guidelines, rules, and regulations .

Nursing/Allied Health Center students, faculty, and staff are required to wear their Hinds Community College photo ID when present on campus or in an assigned clinical facility .

## **FINANCIAL AID AND VETERANS SERVICES FOR INFORMATION – SEE GENERAL INFORMATION SECTION**



# Rankin Campus



# RANKIN CAMPUS DIRECTORY

FOR	WHO	WHERE	PHONE
Admissions.....	Stephanie Hudson.....	District Office Raymond.....	601.857.3280
	Sharron Stephens..	Administration.....	601.936.5560
Assessment Center/Testing Lab			
	Raven Phillips..	Administration.....	601.936.1821
Business Office.....	TBA.....	Administration.....	601.936.5551
Books .....		Student Services .....	601.936.5596
Campus Police.....	Stan Fisher.....		601.936.1800
Counseling, Academic, Drop/Add, Registration, Withdrawal from College			
	Tiffany Gaskin*.....	Administration.....	601.936.5544
	Donnie Lindsey** .....	Administration.....	601.936.5547
	K. Michele McGee .....	Administration .....	601.936.5546
Dean, Academic	Gary Fox.....	George Wynne.....	601.936.5553
Dean, Student Services	Carol McLaurin.....	Administration.....	601.936.5552
Dean for Career-Technical			
Education.....		Muse Center .....	601.936.5550
Financial Aid.....		Administration.....	601.936.5561
Financial Aid Appeals....	Elizabeth Hunter.....		601 857-3959
Library/Librarians .....	John Sanders.....	Academic/Library.....	601.936.5538
MI - Best .....	Amanda Reed .....	Career-Technical Bldg .....	601.936.1834
Muse Center.....	Tammy Smith.....	Muse Center .....	601.936.1855
Career and Technical Building			
	Sandra Mozingo.....	Career-Technical Building .....	601.936.1851
Student Success Center.....	Hazel McLaurin.....		601 936-5567
Tech Nest.....	Lindsei Roby.....		601 936.1880
Writing Lab.....	Dr. Carmen Abston.....		601 936 1857
Title IX-Sexual Misconduct - Deputy Title IX Coordinator			
	Carol McLaurin, Administration Bldg., Office 114 .....		601.936.5552
	Donnie Lindsey, Administration Bldg., Office 105.....		601.936.5547

\*Counselor for students with disability needs

\*\* Title IX Coordinator-Sexual Misconduct

## CAMPUS SERVICES AND FACILITIES

### ASSESSMENT CENTER

The Assessment Center is housed in the Administration-Classroom Building, first floor, and is open to students and the general public in need of college services. The Workforce Development Center offers proctored testing for MSVCC (distance learning) courses, the ACCUPLACER placement test, and other proctoring services as requested by the public. The public may also test for the Career-Readiness Certificate at the Rankin Campus Assessment Center.

For additional information, please call 601.936.1821.

### CAREER AND TECHNICAL BUILDING

The Rankin Career & Technical Building, located at 11 Community College Boulevard, Pearl, Mississippi 39208, houses the Rankin Campus Associate Degree Nursing and Practical Nursing Programs, GED® programs and a number of construction-related career programs. The first floor includes two state-of-the-art classrooms, a 5,500 square-foot welding lab, and a 1,750 square foot plumbing lab with an outside covered area for instruction in underground plumbing. The electrical lab has 2,000 square feet of space, including



offices and storage. The second floor has a 3,200 square-foot auditorium, caterer’s kitchen, three large classrooms, and one large lab housing the nursing programs. Glassed areas throughout the building add aesthetic interest and showcase exposed piping in various locations, befitting a building whose original owners were plumbers and pipefitters.

**CLYDE MUSE CENTER**

The Clyde Muse Center, located just off Interstate 20 in Pearl, is a 75,000 square-foot facility housing a multi-functioning auditorium/event center and classrooms. The flat-floor auditorium seats up to 3,000 people and features a fixed stage, balcony and moveable panel walls. The auditorium can accommodate large trade shows and professional events, but the moveable walls allow flexibility for a multi-room conference center. A suite of offices and a large conference room are available for event organizers and provide a more intimate setting for small group meetings. Large indoor lobbies provide break-out space and lead to an exterior terrace area overlooking the lake. A full catering kitchen accompanies the meeting space. The classroom wing houses six classrooms/ labs, two industrial start-up classrooms, faculty offices and a lounge.

**WRITING CENTER**

The Writing Center is located in the George Wynne building, room 212 and is a free service to all Hinds CC students. The Writing Center provides free one-on-one tutoring (face-to-face and online tutoring sessions) assistance with the writing process (research and composing papers). Operating hours for the Writing Center are: Monday-Friday 8:00 am to 3:30 pm and evening sessions are available. Walk-ins are welcomed, but appointments are suggested in order to reserve your time slot. Also, students can log onto [hindsrankin.mywconline.com](http://hindsrankin.mywconline.com) to create an account and make appointments.

**LEARNING RESOURCES CENTER - Rankin**

Rankin Campus Learning Resources Center (LRC) is located in the Academic/Library Center in the middle of campus; it operates in conjunction with the Raymond Campus LRC and Media Center. It provides a pleasant place for students to read, study, browse, and research. The Rankin LRC provides access to computers, laptops, printers, scanners, and Wi-Fi. Academic and career-technical materials are available as well as newspapers, computerized indexes, general fiction and non-fiction books, reference materials, and audiovisual items. An online public access catalog (OPAC) provides access to the holdings of all Hinds Community College LRCs and to the holdings of the Mississippi Library Partnership, a consortium of 60 libraries throughout the state.

Students use their Hinds CC ID card as their library card and may borrow books for two weeks; the loan period may be extended for an additional two weeks upon request. Rankin LRC hours may vary during the summer semester. During the spring and fall semesters, the Rankin LRC’s hours are:

Monday - Thursday.....7:15 a.m. - 7:00 p.m.  
Friday .....7:15 a.m. - 3 p.m.

The telephone number is 601 936.5538 and the fax number is 601.936.5542.  
See the District section for additional information on the Hinds CC Learning Resources Centers.

**STUDENT SUCCESS CENTER (SSC) – Rankin, George Wynne Building, Room 312**

The Student Success Center is a comprehensive set of programs and services to support all students, from first semester to graduation, in setting and meeting their academic goals. The SSC provides support to both academic, career and technical students.

The SSC lab support students in their academic pursuits through general tutoring, content specific tutoring, academic coaching, supplemental instruction, laptop/desktop/printer use, webcams for attending remote classes, and triaging to determine any other college services the student needs to be successful. Students can drop-in or schedule appointments for academic support with the Lab Specialists and tutors, as well as use the space as a study location, individually or in groups.

Contact: Email SSC@hindscc.edu for more information or if you have questions see the District Section under Student Success Center.

## **TECH NEST**

Tech Nest is housed on the 3rd floor of the George Wynne Building. The Tech Nest is a free, State of the Art Technology Lab that is available to all students. Some services provided are Canvas Support, Password Reset Assistance, Hardware and Software Troubleshooting, Group Study Sessions, and Homework Assistance.

## **MATH LAB**

The Math Lab is located in the Academic Library Building, room 105 and is a free resource available to all Hinds Community College students. A full-time math instructor is available to provide assistance with your math questions. No appointment necessary. Computers are available to use for online homework assignments. Extra worksheets and textbooks are also available for further practice. For more info, contact the lab coordinator at 601.936.1837.

## **MI-BEST**

MI-Best is a unique program for students who wish to pursue a GED and enroll in college courses at the same time to prepare for a career.

## **BOOKSTORE**

The Bookstore is located in the Student Services Building. The hours of operation are from 7:30 a.m. to 4 p.m., Monday through Thursday, and 7:30 a.m. to 3 p.m. on Friday. During the first two weeks of each semester, the hours are 7:30 a.m. to 7 p.m., Monday through Thursday, to accommodate students attending evening classes, with regular hours on Friday. During the summer, the Bookstore is open for regular business hours unless otherwise stated. Students are able to purchase textbooks, art supplies, school and office supplies, gifts, and clothing.

# **SCHOLASTIC ORGANIZATIONS**

## **PHI THETA KAPPA - Alpha Omicron Omega Chapter**

Phi Theta Kappa, an international honors society for the two-year college student, is composed of students who have completed a minimum of 12 transferable college hours from Hinds Community College with a minimum 3.5 cumulative grade point average. Local chapters participate in district, regional, national, and international activities. Weekly meetings are held in Room 220 in the George Wynne Building on Tuesdays at 2 p.m. during the fall and spring semesters. Most four-year colleges and universities offer academic scholarships to students who are members of Phi Theta Kappa. Other scholarships are available through the international organization. More information is available on the Phi Theta Kappa website: [www.ptk.org](http://www.ptk.org).

## **HONORS INSTITUTE**

The Honors Institute on the Rankin Campus is proud to offer an enhanced learning opportunity in a collaborative and supportive environment. This program allows students to develop leadership skills and to serve the college and community. Visit the Rankin Honors page to learn more or contact us at 601. 936. 1859

# **STUDENT ORGANIZATIONS**

See Regulations and Conduct Pointers in District Section

## **Student Government Association**

Student Government Association (SGA) serves the student body, which consists of all currently enrolled students, by presenting student input through elections, special activities, clubs, and organizations. Selected SGA members serve on the District Student Government Association (SGA) which is the governing body for each local SGA organization.

## **BAPTIST STUDENT UNION**

BSU at Hinds Community College is a fun, caring, safe, accepting, friendly, exciting, relevant, seeking, REAL place for you. BSU is a Mississippi Baptist Ministry for college students designed to share with others what it means to follow Jesus, to encourage individual and group Bible study, and to learn about and be involved in local, state, national, and foreign mission projects opportunities. BSU seeks to provide a wholesome Christian fellowship where students can involve themselves in ministry and personal growth activities. BSU is available on the Raymond, Rankin and Utica campuses.

**COLLEGIATE DECA**

Collegiate DECA prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in high schools and colleges around the globe. Collegiate DECA is a student driven organization that values competence, innovation, integrity, and teamwork. We prepare students for careers by integrating skills learned in the classroom into real world experiences. Collegiate DECA programs assist in developing academically prepared, community oriented, professionally responsible, experienced leaders. Our students major in a variety of academic programs with a strong focus on business-related fields. Collegiate DECA conferences and other activities give students unique access to internships, scholarships, competition, and professional networking.

**PHI BETA LAMBDA • NU BETA EPSILON CHAPTER**

Phi Beta Lambda is an educational association of student members preparing for careers in business. It is open to all students interested in all areas of business. PBL helps to promote business leadership, establish career goals, and develop character. The organization facilitates transition from school to work. Members may participate in state, regional, and national activities.

**SPANISH CLUB**

The Rankin Campus Spanish Club provides an opportunity for students and speakers of Spanish to converse in this language in a relaxed environment. Students can strengthen Spanish language skills, deepen awareness of Hispanic and Spanish cultures, and enjoy the cuisine of these cultures.

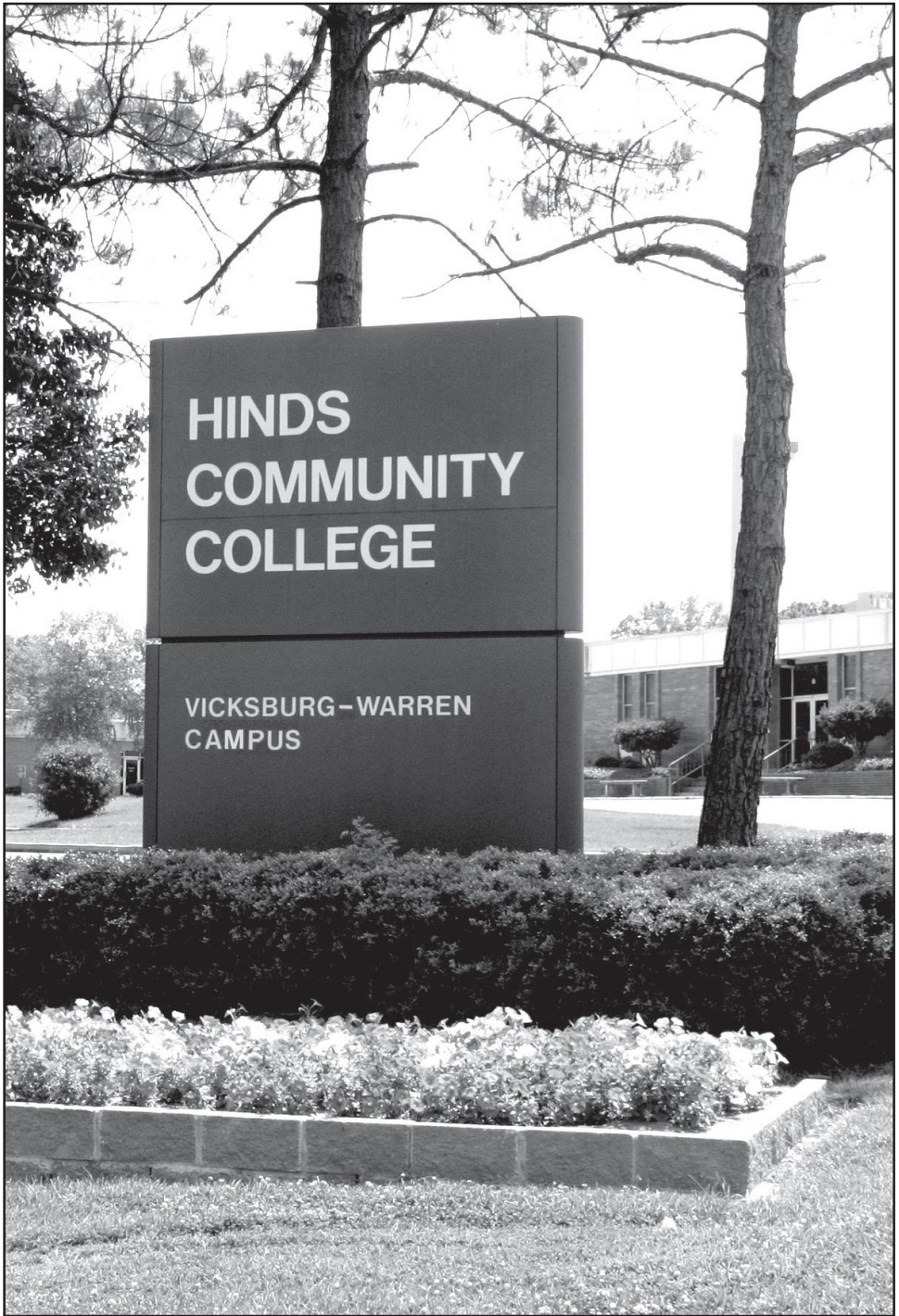
**STUDENT VETERANS’ ORGANIZATION**

Student Veterans’ Organization (SVO) provides military veterans and their families with the resources, support, and advocacy needed to succeed in their pursuit of higher education and in their lives leading to graduation.

**RANKIN CAMPUS CLUBS/ORGANIZATIONS/SPONSORS**

See District Section for Regulations and Conduct Pointers

<b>Organization</b>	<b>Sponsor</b>	<b>Phone</b>
Student Government Association . . . . .	Jane Foreman/Talmechia Griffin .....	601.936.5502
Baptist Student Union . . . . .	Gary Davison.....	601.857.5312
Collegiate DECA . . . . .	Jane Foreman .....	601.936.5502
Phi Beta Lambda . . . . .	TBA .....	601.936.5565
Phi Theta Kappa. . . . .	Joy Rhoads. . . . .	601.936.1859/1992
Spanish Club . . . . .	Laura Kinsey .....	601.936.1893
Student Veterans’ Organization. . . . .	Dr. Kim Steil .....	601-936.5501



## Vicksburg-Warren Campus

# VICKSBURG-WARREN CAMPUS DIRECTORY

FOR	WHO	WHERE	PHONE
Vice President .....		Banks Building.....	601 .629 .6804
Academic Dean .....	Dr. Elmira Ratliff .....	Banks Building .....	601 .629 6840
Administrative Assistant...	Brianna Neumann.....	Banks Building.....	601-629-6802
CTE Director.....		Banks Building	
Administrative Assistant...	Ashley Fowler.....	George-Oakes Building.....	601 6296893
Admissions.....	Doris Lewis.....	Banks Building.....	601 6296803
Main Office.....		Banks Building.....	601 629 6881
Dean of Students.....	Raina Deer Jones*.....	Banks Building.....	601-629-6807
Administrative Assistant...	Chandra Buchanan.....	Banks Building.....	601-629-6854
Counseling.....	Eric Burton.....	Banks Building.....	601 629 6830
Counseling.....	Felicia Jones.....	Banks .....	601 .629 6865
Financial Aid .....	Nikki Thompson.....	Banks Building .....	601 629 6836
Business Office .....	Brenda Welch.....	Banks Building.....	601 629 6806
Library.....	Gregory Sellers.....	Multi-purpose Bldg.....	601 .629 6846
Student Senate.....	Gwendolyn Appleby .....	Annex Building.....	601 .629 6876
Testing Coordinator.....	Jamekia Wingfield Sims.....	Banks Building, Rm 33.....	601 .629 6892
	Tela .....	Banks Building,Rm 33.....	601 .629 6892
Workbase Learning/ Workforce Development.....		Banks Building .....	601 .629 .6887
Title IX-Sexual Misconduct			
Deputy Title IX Coordinator, Raina Deer Jones.....		Banks Bldg., Office 4.....	601 .629 6807
	Dr. Elmira Ratliff.....	Banks Bldg., Office 3.....	601 .629 6850

\*Disability Support Services Coordinator

See Directory in District Information and Services section for other services.

## CAMPUS SERVICES AND FACILITIES

### FINANCIAL AID

Assistance with financial aid can be received from the Financial Aid Office (located in the Banks Building). A representative will be present on the Vicksburg Campus Monday from 8 a.m. until 4:30 p.m. Applications may be obtained via the internet at [www.fafsa.gov](http://www.fafsa.gov). or the main office. (See District Section for Information)

### OFFICE HOURS

Monday thru Friday .....8 a.m. - 4:30 p.m.

### LEARNING RESOURCES CENTER

The Learning Resources Center (LRC) contains a Library, a Learning Lab, and a Media Center which operates in conjunction with the Raymond Campus Media Center. The LRC's collection specializes in career-technical materials, as well as academic materials, magazines, general reading books, reference materials, and audio-visual items. An online public access catalog (OPAC) provides access to the holdings of the Vicksburg-Warren County Branch LRC and to the holdings of the other Hinds Community College LRCs. The Learning Lab contains microcomputers, appropriate software for many of the courses, word processing programs, and Internet access.

The LRC is open the following hours when classes are in session:

Monday – Thursday ..... 8 a.m. - 6:45 p.m.

Friday. .... 8 a.m. - 3 p.m.

A currently validated Hinds CC identification card is required for use of materials. The telephone number is 601 .629 .6846 and the fax number is 601 .629 .6862 .

See the District section for additional information on the Hinds CC Learning Resources Centers.



## **PARKING**

Hinds Community College parking decals are required at the Vicksburg-Warren Campus. Please see district section for information on purchasing decals and rules and regulations. Decals may be purchased in the Finance Office.

## **SCHOLARSHIPS**

Vicksburg students have ten scholarships which are designated specifically to them. These include the Jaycettes, Buckner, Duncan, Murt Markos, Street Medical Foundation and Pervanger scholarships. Students apply through the Development Foundation.

See District Section for full list of scholarships available. For ACT scholarships contact the Raymond Financial Aid Office.

## **SECURITY**

Security guards are available for persons who need assistance. Contact the main office.

## **STUDENT ACTIVITIES**

The Student Senate, Phi Theta Kappa and the local Arts and Lecture Committee plan and implement social, cultural and intellectual programs for students, faculty and staff. A variety of programs will be held in the fall and spring semesters.

## **STUDENT LOUNGE**

The Student Lounge is open from 7:30 a.m. to 9 p.m. for a variety of snack foods. Tables are available. Located in the Banks Building next to Financial Aid.

## **STUDENT ORGANIZATIONS**

See District Section for Regulations and Conduct Pointers

### **HEALTH OCCUPATIONS STUDENT ASSOCIATION (HOSA)**

Eloise Ford and Vera Igbokwe, Advisors - 601.629.6813

The Vicksburg-Warren County Chapter of HOSA was organized to teach leadership skills to men and women enrolled in Allied Health and Nursing. Members of HOSA compete on District and State levels in skills related to the health field. HOSA students through club work develop civic consciousness, pride in a job well done and parliamentary procedure skills in addition to social awareness.

### **PHI BETA LAMBDA**

Romona Latham, Advisor - 601.629.6816

Phi Beta Lambda is the national organization for all college students participating in business and office programs. The purpose of the organization is to provide additional opportunities for college students in business and office education, to develop career competencies, and to promote civic and personal responsibility.

### **STUDENT GOVERNMENT ASSOCIATION -**

Gwendolyn Appleby, Advisor - 601.629.6876; Dr. Elmira Ratliff, Advisor - 601-629-6840

The student body consists of all enrolled students. The Student Senate serves the student by presenting student input through elections, special activities, clubs, and organizations. Selected senate members serve on the District Student Government Association (SGA) which is the governing body for each local Student Senate.

### **VICKSBURG ASSOCIATION OF EDUCATORS-STUDENT PROGRAM**

Alicia Tinsley, Advisor

This club will provide students interested in a profession in education with experiences to develop the basic qualities and aptitudes of effective teaching. Members will adapt to new ideas designed to enhance the progress of education.



## SCHOLASTIC ORGANIZATIONS

See District Section for Regulations and Conduct Pointers

**PHI THETA KAPPA** - Alpha Chi Omega Chapter – Rhonda Cook-Andrews, Advisor - 601.629.6884

Phi Theta Kappa, an international honors society for the two-year college student, is composed of students whose cumulative grade point average is 3.5 or higher and have completed a minimum of 12 transferable college hours. Local chapters participate in state, regional, and national activities

## **HINDS COMMUNITY COLLEGE CODE OF CONDUCT**

*Hinds Community College is dedicated to both personal and scholastic excellence. When you choose to become a student at Hinds, you choose to agree to our standards of civilized behavior.*

*As such, you are saying:*

*I will practice high standards in my personal life  
as well as my school life*

*I will show respect to and concern for other people  
with whom I come into contact at this college*

*I will respect other people's rights and beliefs even  
though they may be different from mine.*

*I will respect other people's property. I will not  
be prejudiced against others.*

*By enrolling in Hinds Community College, I state that*

*I will not engage in any behaviors and will  
discourage others from engaging in any behaviors  
which threaten the freedom and respect that all  
other Hinds CC community members deserve.*

# COVID-19 PROTOCOL



## CHECK FOR SYMPTOMS



## USE FACE MASK



## WASH HANDS



## DISINFECT SURFACES



## DISINFECT HANDS

### BEFORE LEAVING HOME

- **VERIFY YOU HAVE NO FEVER.** If you have had a fever, you must be fever-free for a minimum of 24 hours before returning to campus.
- **DO NOT COME TO CAMPUS** if you have any flu-like symptoms or respiratory symptoms. (i.e. coughing, sneezing, running nose, body aches, headaches, fever, etc.).
- **DO NOT COME TO CAMPUS** if you have traveled in the last 14 days on a cruise or from an area designated by a Level 3 Travel Notice, or from an area with community spread.

### ENTERING A COLLEGE BUILDING

- **WASH HANDS THOROUGHLY.** Find the nearest restroom or handwashing station and wash your hands with soap and water, based on CDC recommendation below:
  - **WET** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
  - **LATHER** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
  - **SCRUB** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
  - **RINSE** your hands well under clean, running water.
  - **DRY** your hands using a clean towel or air dry them.
- Proceed to appropriate office/room etc.
- \* **Face masks are required** when unable to maintain social distancing guidelines as established by the CDC.

### ENTERING A CLASSROOM OR OFFICE

- Apply provided hand sanitizer thoroughly to your hands.
- **CLEAN WORK AREA** - Use provided disinfectant to clean your work area (i.e. keyboard or work table/desk) before completing task, and again, before leaving your work area.
- Perform needed skills/test/assignments.
- \* **REQUIRED:** When you leave the classroom or lab, return to the nearest restroom or handwashing station and repeat **HANDWASHING**. Proceed to your next destination and refrain from loitering in hallways/buildings/grounds with other students.
- \* **Face masks are required** when unable to maintain social distancing guidelines as established by the CDC.