



 **HINDS**
COMMUNITY COLLEGE

JACKSON • NAHC • RANKIN • RAYMOND • UTICA • VICKSBURG

Student Handbook 2024-2025

Tech Checklist for Success 2024 - 2025

<Start_Strong>

- Right Devices
- We recommend laptops and tablets. We do not recommend depending 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 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 + eight-digit birthdate (mmddyyyy) + \$\$ (dollar sign)
- You will be prompted to reset your password after successfully signing in for the first time.
- You can change your password at any time by using the Reset Password link or via 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 and Office 365 at your fingertips!

<Two-Factor Authentication>

- You are required to setup your two-factor authentication settings after signing in for the first time.
- Set up at least 3 authentication options.
- Options include: Security Questions, Phone Recovery, Email Recovery, and Authenticator App.
- When accessing My.Hinds, you will need to complete your two-factor authentication using one of the authentication options.

<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!

IT SUPPORT CENTER | 601-857-3344 | support@hindsc.edu

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. We recognize our responsibility to provide an open and welcoming environment that fosters a culture of diversity, equity, and inclusion for employees and students to collaboratively learn, work, and serve our communities. The following have been designated to handle inquiries regarding these policies:

EEOC Compliance: Office of Campus Culture and Diversity, PO Box 1100 Raymond MS 39154; Phone: 601-857-3569 or Email: EEOC@hindsc.edu

Title IX: Associate Vice President Student Services, Title IX Coordinator Box 1100 Raymond MS 39154; Phone: 601-857-3353 or Email: TitleIX@hindsc.edu

2024-2025

Student Handbook

Hinds Community College

www.hindscc.edu

RAYMOND CAMPUS

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

UTICA CAMPUS

34175 Hwy. 18 • Utica, Mississippi 39175-9599

JACKSON CAMPUS

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 Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Hinds Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Hinds Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA, 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

*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*

ALL INFORMATION PROVIDED IN OFFICIAL HINDS COMMUNITY COLLEGE PUBLICATIONS IS PROVIDED FOR INFORMATION PURPOSES ONLY AND DOES NOT CONSTITUTE A LEGAL CONTRACT BETWEEN THE COLLEGE AND ANY PERSON OR ENTITY UNLESS OTHERWISE SPECIFIED. INFORMATION IN OFFICIAL COLLEGE PUBLICATIONS IS SUBJECT TO CHANGE WITHOUT PRIOR NOTICE. ALTHOUGH EVERY REASONABLE EFFORT IS MADE TO PRESENT CURRENT AND ACCURATE INFORMATION, HINDS COMMUNITY COLLEGE MAKES NO GUARANTEES OF ANY KIND.

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GENERAL INFORMATION

OUR MISSION

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

OUR VISION

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

OUR VALUES

Hinds Community College aspires to the following IDEALS:

Integrity
Diversity
Excellence
Accountability
Leadership
Stewardship

[2023-2024 ACADEMIC CALENDAR](https://www.hindscc.edu/academic-calendar)

(click link to see on website <https://www.hindscc.edu/academic-calendar>)

COLLEGE OFFICE HOURS

Normal College office hours, except during holidays, are Monday through Thursday from 8 a.m. - 4:30 p.m. and Friday from 8 a.m. to 11:30 a.m. Extended office hours 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, Advising, Financial Aid, Student Housing, Veterans Services, Disability Support Services 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, 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

This handbook is compiled and published through the cooperative efforts of members of the student body, student government, faculty, administration and student services personnel. The handbook is edited by the Dean of Students and other administration throughout the college.

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

Associate Vice President of Student Services & Title IX Coordinator

DeAndre House

Denton Hall 209

P.O. Box 1100 Raymond, MS 39154

Phone: 601-857-3353

Email: DeAndre.House@hindsc.edu

TitleIX@hindsc.edu

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

CRIME & EMERGENCY REPORTING POLICY

Hinds Community College is committed to providing a safe environment for all our students, faculty, staff and visitors. It takes everyone in the Hinds community to help keep our campuses and facilities safe, if you see something suspicious you should report it to Campus Police Department. Please familiarize yourself with the process for summoning help in case of an emergency and for reporting an incident. When calling, please remain on the line to ensure dispatchers have the correct location and understand the nature of the incident.

CAMPUS POLICE/SECURITY RESPONSE TO EMERGENCIES

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

The Hinds Community College Police Department oversees campus security on all Hinds Community College campuses. On the Utica, Raymond, Jackson, and Rankin campuses, security is provided by state-certified police officers and supplemented with contract security officers. At this time, security on the Vicksburg and the Greenfield Road campuses is provided by contract security officers.

Hinds Community College, in compliance with the Jeanne Clery Act provides public access to campus crime statistics information on the college website at <https://www.hindsc.edu/offices/campus-police>.

HOW TO REPORT EMERGENCIES

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:

Campus phone=9911 Cellular phone=911

Please note when calling 911 from a mobile device, the call will be routed to the local E911 dispatch center and you should remain on the line and provide the dispatcher their name, specific location, and the nature of the emergency. As soon as it is safe to do so, the person reporting should call and report the incident to the Campus Police at the appropriate number at the locations listed below. Hinds Alert is available for all students, faculty and staff. Please download the app for your cell phone at:

Campus Primary # Non-Emergency # PD Office Location

Raymond 601-857-3911 601-708-3331 115 Student Union Bldg.

Utica 601-500-1432 601-885-7187 DWL Davis Bldg.

Jackson 601-668-3933 601-987-8142 Bivins Bldg.

Nursing Allied Health Ctr 601-488-9484 601-376-4912/4807 Anderson Hall Annex (1st Fl)

Rankin 601-383-1890 601-936-1800 George Wynee # 200

Vicksburg-Warren 601-857-3911 601-638-0600 Banks Bldg.

LOST AND FOUND

Hinds Campus Police maintains a temporary “Lost and Found” on each campus it staffs. If you have found an item on a HCC campus that is staffed by HCC PD, please contact the Campus Police on that campus to turn it in. Campus Police on the commuter campuses (JATC, NAHC, and Rankin) and the Utica campus will periodically transport found property to the Raymond campus to be stored. Items not collected within 365 days will be disposed of as permitted by college policy and state or local law.

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 POLICY 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, messages 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 content, 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. (Reference: Title17, United States Code, sections 504 and 505)

GENERAL INFORMATION AND SERVICES DIRECTORY

For	Where	Phone
General Information	Raymond Campus.	601-857-5261 / 601-352-3011
	Jackson Campus	601-366-1405
	Nursing Allied Health Center	601-376-4807
	Rankin Campus	601-932-5237
	Utica Campus.	601-885-6062
	Vicksburg-Warren Campus	601-638-0600

For	Where	Phone
Accounts Receivable (Students)	Office	601-857-3205
	Jackson Campus	601-857-3205
	Nursing Allied Health Center	601-857-3205
	Rankin Campus	601-936-5554
	Raymond Campus.	601-857-3440
	Utica Campus.	601-885-7028
Admissions	Vicksburg-Warren Campus	601-629-6806
	Raymond	601-857-3212
Athletics	Raymond Campus.	601-857-3325
	Utica Campus - Men	601-885-7018
	Utica Campus - Women	601-885-7015
Bus Services (Utica Only)	Utica Campus.	601-885-7054
Advising	Raymond Campus	
	Academic	601-857-3216
	Jackson Campus	601-366-1405
	Nursing Allied Health Center.	601-376-4802 / 601-376-4803
	Rankin Campus	601-936-5546
	Utica Campus	
	Academic	601-885-7022
	Career or Technical	601-885-7128
	Vicksburg-Warren Campus	601-629-6830 / 6865
Facilities	Raymond Campus.	601-857-3374
	Utica Campus.	601-885-7080
Financial Aid	Raymond	601-857-3223
	Jackson Campus	601-366-1405
	Nursing Allied Health Center	601-376-4808
	Rankin Campus.	601-932-5237
	Utica Campus.	601-885-7012
	Vicksburg-Warren Campus	601-629-6836
Housing	Raymond Campus	601-857-3222
	Utica Campus.	601-885-7088
Recruiting & Tours of Campus	Office - Raymond.	601-857-3767 / 601-857-3792
Scholarships	Foundation	601-857-3744
Workforce Development Center	Raymond	601-857-3534

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 Hinds Alert. Hinds Alert uses SMS/ Voice messages, Emails, and the Hinds Alert Website (<https://www.hindscc.edu/emergency/Hinds-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. Hinds Alert is the accurate source for emergency information for Hinds Community College. To receive alerts subscribe to <https://www.hindscc.edu/emergency/Hinds-alert>. Subscribers to this service can have alerts sent directly to their cellular device. The cellular number you use to register for Hinds 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 Hinds Alert system. Emergency plans for each campus are also available on this site. More information about Hinds Alert and can be found at <https://www.hindscc.edu/emergency/hinds-alert> and information about the emergency procedures not covered here can be found at <https://www.hindscc.edu/emergency/emergency-action-guides>

EMERGENCY COLLEGE CLOSING/CLASS CANCELATION 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 at Hinds Community College 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 Hinds 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 and the closure will be announced.

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 noon Delayed Opening. Your class **WILL** meet for the remainder of the class period from 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.

MEDICAL EMERGENCIES (See HCC Emergency Response Plan)

In case of serious illness or injury:

1. Campus Directive: Medical Emergencies

a. Contact the Department of Public Safety and Campus Police or Call 911, if there is a life-threatening emergency.

b. Emergencies of a medical nature may involve more than one victim. Your actions during the crucial first minutes following serious injury can save lives.

c. As a general rule, persons holding a proper certification should only administer first aid. When a person's life is in danger, however, use whatever knowledge you have and do whatever you can to preserve that life.

The following actions should be prioritized until help arrives:

a. Remain calm while reassuring the victim.

b. Stay with the victim and, if possible, have someone else call for help.

c. necessary.

d. Check victims for emergency medical ID tags and/or medications. When medical help arrives, turn this information over to them.

e. Do not give food or liquids - An unconscious or semi-conscious victim cannot swallow and could suffocate.

2. Emergency First Aid Kits

First aid kits and supplies are located in designated locations on HCC Campuses. The HCC Department of Public Safety and Campus Police has been trained in first aid administration, Cardiopulmonary Resuscitation (CPR), and in Automated External Defibrillator (AED) usage. In the event of a medical emergency, the Department of Public Safety and Campus Police will request an ambulance.

FIRE AND EXPLOSION

(See HCC Emergency Response Plan)

In the event of a major fire or explosion on campus, the Office of Public Safety will respond accordingly. The Department of Public Safety and Campus Police will also ensure notification of appropriate campus personnel, departments, and agencies. The "ERP Alert" shall be activated, and the following activities will be performed:

1. Campus Police shall respond to the scene and initiate evacuation and rescue operations.

2. The fire department will be notified. Upon their arrival, it will assume command of the scene and address firefighting and rescue operations. Campus police and other notified campus personnel shall perform support functions as needed.

3. The Director of Public Safety (District Chief) shall be notified. The Department of Public Safety and Campus Police (District Chief) will notify the Emergency Operations manager and other members of the ERT and may activate a portion or all of the ERT.

4. If determined, the ERT will be activated and an Incident Commander (IC) will be identified for the event.

5. If appropriate Physical Plant personnel will turn off all electrical and gas service to the affected location.

6. In the event of an explosion or detection of a bomb, the Department of Public Safety and Campus Police shall contact the local police department. Upon their arrival, they will assume command of the operation. Campus Police and other campus personnel shall perform support functions as needed.

7. Injured persons shall be treated at the scene and/or transported to appropriate medical facilities by ambulance.

8. During a major fire, the Department of Public Safety and Campus Police shall implement perimeter controls and, if needed, establish an Incident Command Post.

9. College Communications shall be contacted. College Communications will designate and establish a media briefing area away from the scene of the occurrence.

10. The Department of Public Safety and Campus Police will contact the State Fire Marshal's Office.

Campus Directive: Actions in Case of Fire

a. Pull the nearest fire alarm box in the corridor.

b. DO NOT attempt to fight the fire. Use extinguishers for personal safety.

c. Exit through the nearest door to the outside building to the nearest assembly area.

d. Notify the Department of Public Safety and Campus Police and advise that you pulled the alarm and provide the location. If needed, call 911.

Campus Directive: Responding to a fire incident when you are in the area of a fire:

- a. Evacuate all people from the area and direct them to the safe assembly area.
- b. Assist all people with special needs in exiting the building where possible. Move special needs individuals to a stairwell and close all doors as you move to the first floor. This will keep the fire out of the stairwell.
- c. The last person leaving the area should close the door to the corridor.
- d. DO NOT use elevators.
- e. Leave the building via the closest exit.
- f. Move to an external assembly area away from the building.
- g. DO NOT return to an evacuated building unless told to do so by a campus official or receive an "all clear" notification.

1. Campus Directive: Inclement Weather

During inclement weather, pay close attention to radio, television broadcasts, and internet to stay abreast of the latest weather conditions. Campus Communications will disseminate information via various media outlets, as well as HCC's social media channels.

(2) Campus Directive: Tornadoes

A Tornado Watch means that weather conditions are favorable for the formation of a tornado. When notified of a tornado watch, prepare to seek shelter and stay tuned to a local television station, radio station, or media website for severe weather updates. Information can also be obtained at the national Weather Service website or at the Weather Channel Website. Building staff must be prepared to evacuate these areas quickly and move persons in these areas to a place of shelter in the event the tornado watch is changed to a tornado warning.

Note: A Tornado Warning is issued when a tornado has been sighted in the surrounding area. emergency warning sirens are activated when there is a tornado warning.

If a tornado warning has been issued and you are inside:

1. Stay inside.
2. Stay away from outside walls, windows, mirrors, glass, overhead fixtures, and unsecured objects such as filing cabinets or bookcases.
3. Move to the appropriate shelter area designated for your building.
4. Instructors in buildings where classes are in session should bring their classes to the appropriate shelter area.
5. Do not use elevators.
6. If requested, assist persons with disabilities in the safest area on the same floor.
7. Appropriate shelter areas are a below-ground-level floor, interior corridor, or room or office without windows. Crouch low with your hands covering the back of your head and neck.

storm is over.

8. Do not leave the shelter area until after the storm is over.
9. Continue to monitor the weather via radio, television, or internet until the tornado warning has been lifted for your area.

If outside during a tornado warning:

1. Look for a nearby safe structure in which to take shelter.
2. If you are on campus, go to the shelter area of the nearest building.
3. If you are in a vehicle, get out of the vehicle. Never try to outrun a tornado.
4. If there is no shelter, lie down flat in a low area such as a ditch away from trees with your hands covering the back of your head and neck.

CAMPUS DIRECTIVE: SEVERE THUNDERSTORMS.

A severe thunderstorm warning means that severe thunderstorms are in the area. These storms are possibly accompanied by cloud-to-ground lightning, high winds and hail. If you can hear thunder, you are within striking distance of lightning.

1. Seek sturdy indoor shelter.
2. Stay away from windows.
3. Do not touch items that conduct electricity

Campus Directive: Lightning

Lightning primarily occurs when warm air is mixed with colder air masses. A typical

thunderstorm produces three or more strikes to the Earth per minute. Remember to avoid contact with water pipes, drinking fountains, electrical switches or electrical equipment until the storm has passed.

Afterwards, do not try to move seriously injured persons unless they are in immediate danger of further injury. Call for help immediately. Look out for broken glass and downed power lines.

Floods

1. Campus Directive: Floods

Floods can happen in flat or low-lying areas when the ground is saturated and water either cannot run off or cannot run off quickly enough to stop accumulating. The following precautions in the event of flooding:

- a. Listen to the radio, television, or appropriate websites for weather information and instructions.
- b. If water enters the facility, turn off all utilities in the area.
- c. Disconnect electrical appliances, but do not touch any electrical equipment if the floor is wet or under water.
- d. Evacuate to a designated area of higher ground.
- e. Stay out of floodwaters. Unseen hazards such as submerged, sharp edges, uneven surfaces, and venomous wildlife may be present.
- f. Be aware of loose or downed electric wires and falling or fallen objects.

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 that are socially desirable and individually satisfying to their lives.
2. Help students to plan their lives so that their goals 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 to be partners with those who seek to 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

Academic Services

The Advisement Office is dedicated to a holistic student learning and development approach. Our primary advisement objective is to engage students at their current level, considering their personal, emotional, cultural, and financial backgrounds. Through holistic advising, we collaboratively create actionable plans tailored to each student's unique circumstances. We aim to empower students on their path to college success and to communicate openly and effectively while assessing their academic and career goals.

Academic and Career Technical Advisement

Our advisors support students in navigating their academic journey, ensuring alignment with both Hinds Community College and prospective senior college requirements. We help students select the right programs of study, explore potential career paths, and make informed choices regarding their courses to align with their educational and occupational aspirations. Additionally, our advisors extend their support through outreach activities, including workshops, presentations, and seminars, engaging with diverse student groups.

COUNSELING SERVICES

Hinds Community College has contracted with Pathways Counseling Center to have confidential counseling services made available for any special needs a student or employee may have. Pathways 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 601-502-7984, and the email address is path2anewyou@gmail.com. Pathways Counseling Center is located at 228 Avalon Circle, Brandon, MS 39047.

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. Pathways Counseling 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, Pathways Counseling 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, ADA Amendments Act of 2008 (ADAAA) 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. We recognize our responsibility to provide an open and welcoming environment that fosters a culture of diversity, equity, and inclusion for employees and students to collaboratively learn, work and serve our communities.

The following have been designated to handle inquiries regarding these policies:

EEOC Compliance: Director of Diversity, Equity and Inclusion, Box 1100 Raymond MS 39154;
Phone: 601-857-3458 or Email: EEOC@hindscc.edu

Title IX: Associate Vice President of Student Services, Title IX Coordinator, P.O. 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
Nursing Allied Health Center	601-376-4803
Utica Campus	601-885-7022/7128
Rankin Campus	601-936-5544
Jackson Campus	601-987-8158
Vicksburg-Warren Campus	601-629-6807

Individuals with a hearing impairment may Videophone (VP) 601-526-4918 or email dss@hindsc.edu

INSTITUTIONAL CHARGES REFUNDS

INSTITUTIONAL CHARGES WILL BE REFUNDED AS FOLLOWS:

Tuition and Fees:

100% refund if courses are dropped before the end of the add / drop period of the student first course start date.

0% after drop / add period

Note: Students suspended for student conduct reasons are not eligible for tuition or fees refunds.

HOUSING CHARGES:

1. Room Refunds:

100% Refund: If the room assignment is canceled before the first day of check-in.

75% Refund: If the cancellation occurs before the sixth day of the move-in start date.

50% Refund: If the cancellation occurs before the eleventh day of the move-in start date.

0% Refund: If the cancellation occurs after the tenth day of the move-in start date.

2. Meal Refunds:

Full Weeks Remaining: If a student withdraws from the residence hall during the semester, they will be refunded for all full weeks remaining on their meal plan.

Meal Plan Period: The meal plan period runs from Friday through Thursday each week.

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 in Navigator. 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
- 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 seeking a degree or certificate from Hinds Community College.
 - Eligibility for Federal student aid, including student loans, will be determined by the results of the student’s 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, the student must make satisfactory progress in his/her program of study according to the Satisfactory Academic Progress (SAP) detailed below.
 - Additionally, students in default on a federal student loan or owes a Federal overpayment is not eligible for Federal, State, or Institutional financial aid
 - The amount of money available for each award year is limited by the Cost of Attendance regulations detailed below.
 - 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.

Cost of Attendance

As part of establishing federal student aid eligibility, every institution is required by law to establish average costs associated with attending classes throughout the year, also referred to as the Cost of Attendance (COA). The Cost of Attendance is the maximum amount of financial aid from all resources that a student may receive in an academic year. The COA is not limited to only tuition and books, however. It may include:

- on campus living costs or a market average cost for housing and food;
- an average amount for travel to and from class;
- an average cost for classroom supplies;
- as well as a few incidentals

Federal law governs which expenses may be considered in the Cost of Attendance as well as how the institution may determine these averages.

Two key factors in determining how the average costs are totaled each year to arrive at a student’s annual maximum aid eligibility or Cost of Attendance (COA) are:

1. actual tuition costs and
2. the number of weeks actually enrolled.

Enrollment Verification

Each year, to provide notification of your maximum eligibility from all resources available, it is Hinds Community College’s policy to pre-award every student assuming fulltime enrollment and four months of attendance each semester. However, situations can arise that prevent a student attending the full semester or meeting the fulltime definition. Therefore, as a matter of federal aid compliance, the Student Finance team must verify enrollment schedules prior to disbursing any aid to a student account. Any schedule not meeting the student aid requirements for fulltime will require adjustments to the student’s annual cost of attendance.

IMPORTANT: For financial aid purposes, Fulltime enrollment for students is 15 hours of coursework each semester. Therefore, during the first month of each semester, we will begin adjusting financial aid offers to reflect your actual term enrollment schedule.

WHAT THIS MEANS FOR YOU: If you are currently registered for less than 15 hours or drop to less than 15 hours prior to disbursement of your financial aid, your financial aid offer **MAY CHANGE**.

ALSO NOTE:

1. Should a student drop to less than 12 hours after the disbursement of federal aid, they will very likely owe monies back to the federal government and such debt must be resolved prior to receiving aid for any future semesters.

2. Federal student aid will be adjusted based on hours applicable to the student's program of study.

Class Participation Verification

Prior to release of financial aid funds, the College must verify the student has participated in an academically related activity in each of the classes in which they are enrolled. Federal regulations define academic related activities as physically attending a class with direct interaction between the instructor and students, submitting an academic assignment, taking an exam, an interactive tutorial, participating in an online discussion about academic matters, etc. If participation cannot be verified, all Title IV funds (Pell Grants, student loans, and other grants or scholarships) cannot be disbursed.

If the student receives financial aid and does not continue participating in classes (family emergency, illness, etc.), the student needs to notify their student advisor immediately. If the student fails to participate or the faculty member fails to provide participation information to the Registrar's Office, the Office of Student Finance will not disburse financial aid funds until participation is verified. If participation is not verified, Title IV funds will be cancelled and the student will not be eligible to receive funds for that semester.

Student Loan Acceptance

Hinds Community College participates in an active confirmation process in regards to all student loans. This means that Hinds Community College will NOT accept student loans on the behalf of the student. It is the student's responsibility to review their loan eligibility on Navigator and determine the amount of the offered loan to accept or decline.

Students also need to complete a Direct Loan Master Promissory Note (and PLUS loan Master Promissory Note if applicable) along with Direct Loan Entrance Counseling (and PLUS Loan Counseling if applicable) before we can disburse the loan funds.

Student Loan Disbursements

Federal regulations require student loans to be disbursed equally throughout the student's attendance pattern and that disbursements are made each semester. Disbursement dates are determined by the program or semester in which the student is enrolled. Students are assigned a Fall/Spring attendance pattern. This means the loan is split over the course of both semesters and disbursed accordingly.

Students are notified when the College requests student loan funds on the student's behalf. However, this notification does not imply that the funds have actually been received. Refunds from federal aid funds will be available 14 days after the disbursement has been made to the student account.

Other Aid Disbursements

Disbursements begin approximately 30 days after the beginning of each semester to allow time for class participation verification. The exact date of disbursement will depend upon the student having completed all required Action Items in Navigator.

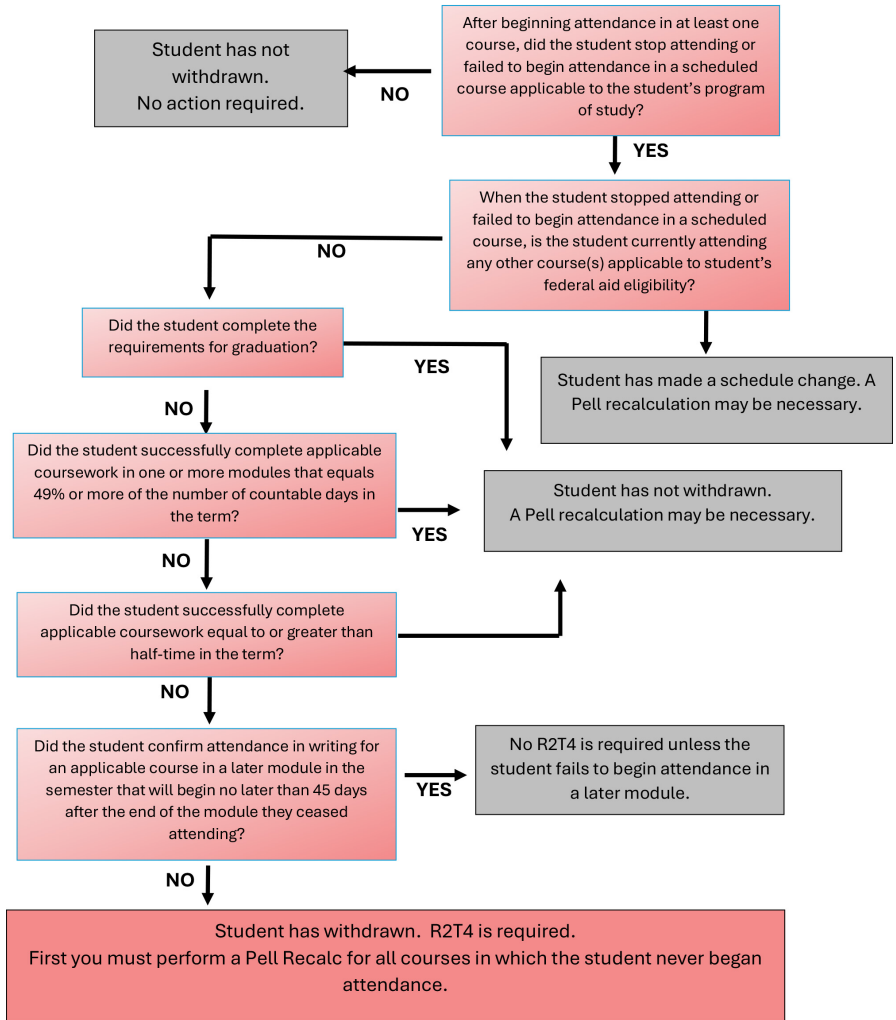
Return of Federal Aid Funds

Students who withdraw from all of their classes in a semester may not be entitled to keep all of their federal financial aid. Federal regulations require the institution to return Unearned Title IV aid.

Hinds Community College may:

1. incur this debt on behalf of the student – requiring the student to repay the college.
2. Or turn this debt over to the Department of Education - requiring the student to repay the debt to the Dept of Education before being eligible for federal student aid at any institution.

To determine if a Return of Title IV (R2T4) is required, Hinds Community College uses the following chart:



Satisfactory Academic Progress

Federal Student Aid regulations mandate institutions of higher education to establish minimum standards of Satisfactory Academic Progress (SAP) for students receiving financial aid. In order to comply with these requirements Hinds Community College has established the following definition or standard of Satisfactory Academic Progress.

A student failing to meet the following SAP requirements may lose his or her federal financial aid which consists of:

- Pell Grant
- Direct Loans (subsidized, unsubsidized and Plus)
- Federal Supplemental Education Opportunity Grant (SEOG)
- Federal Work Study

SAP Evaluation:

Each student's Satisfactory Academic Progress (SAP) will be evaluated at the end of each semester.

To maintain SAP, the student must pass a minimum percentage of all courses attempted and maintain a minimum cumulative grade point average (GPA) as determined by Federal Student Aid guidelines.

Hours Attempted (Passed, Failed and Withdrawn)	Minimum Required GPA* (Qualitative)	Minimum Required Completion Rate** (Quantitative)
0-30	1.75	66.67%
31+	2.0	66.67%
150% of hours required in Program of Study	May not be Eligible***	May not be Eligible***

* **GPA:** Your GPA for Financial Aid purposes must include F grades, I grades and W grades. This may cause your FA GPA to be significantly different than your Academic GPA

** **Completion rate:** The rate is calculated by dividing the number of hours the student has completed by the total number of hours the student has attempted (including withdrawals and failing grades).

*****Maximum Hours/150%:** A student receiving financial aid is expected to complete their program of study within a time frame not to exceed 150% of the published length of that program. For example, a program requiring 60 hours for a degree allows a maximum of 90 attempted hours (60 hours X 150% = 90). If a student exceeds the 150%, they will no longer be eligible for federal financial aid.

Transfer hours from other colleges: Credit hours transferred from a previous college may be counted toward the attempted and completed hours (quantitative) when applicable to the program of study.

Developmental Coursework: Developmental studies coursework will not be included in hours attempted but will be included for GPA.

Break in enrollment: A student who experiences a break of enrollment, whether one semester or multiple semesters, will return with the same SAP status as their most recent semester at Hinds.

Withdrawals and Incomplete Course work: Withdrawals (“W” grade) for classes attempted as well as grades of incomplete will be treated as an “F” for both hours attempted and GPA.

Repeat courses: In order to improve the student’s grade point average, a student may repeat, for grade replacement, a course already taken at Hinds. However, all coursework applicable to your Program of Study must be considered when calculating Financial Aid Satisfactory Progress. This will include repeated courses, as well as courses before an academic restart.

Change in program of study: A student who changes their program of study may complete an Evaluation of Credits to have their SAP status re-evaluated for their program of study. A student will be eligible to change their program a maximum of two times for financial aid purposes over the period of every five years.

Notice of SAP status: SAP is processed at the end of each semester and posted in Navigator student portal. Emails regarding SAP status are sent to all emails addresses that a student has on file.

Students’ SAP status: At the end of each semester of enrollment, a student’s SAP status will fall into one of four categories:

Passed – eligible to receive financial aid

A status assigned to a student that is meeting all the SAP requirements.

Warning – eligible to receive financial aid

Assigned to the student who fails to meet standards at the end of the term. A financial aid warning letter will be emailed to the student reminding him/her that failing to meet all the SAP standards will result in Financial Aid Suspension. The office of Student Success will be notified of all students in a Warning status.

Failed – not eligible to receive financial aid

Assigned to a student who, following a semester on Financial Aid Warning, fails to make SAP. The student's appeal was not granted. A student will remain on Financial Aid Suspension until he or she meets all of the SAP standards or has a successful appeal.

Probation – eligible to receive financial aid

Assigned to the student who successfully appeals and is eligible for financial aid on a probationary status until the student can meet all of the SAP standards. The student's progress is evaluated at the end of the next payment period to determine if he/she is meeting the requirements of their academic plan. If the requirements are being met, the student is eligible to receive federal student aid as long as the student continues to meet the requirements and is reviewed according to the academic plan. See "Instructions for Preparing a Satisfactory Academic Progress (SAP) Appeal" for more guidance concerning an appeal.

SAP Appeal Process

The process by which a student who is not meeting the institution's satisfactory academic progress (SAP) standards petitions the institution for reconsideration of his or her eligibility for federal student aid assistance.

NOTE: In accordance with Federal Student Aid regulations, a student must be able to achieve a 2.0 minimum GPA by the end of their sophomore year to eligible to appeal.

- A student with a student of Failed has the option to appeal. The student must
 1. submit an appeal form
 2. a statement (on the appeal form) explaining, in detail, any extenuating circumstances (death of a relative, an injury or illness, or other special circumstances) that led to the student failing to meet SAP. Any documentation supporting the student's case is welcomed.
 3. a comprehensive academic plan detailing how and when the student plans to able to meet all of the SAP standards.

- The appeal form, the academic plan and any supporting documentation will be reviewed by the Student Finance Counselor for eligibility to appeal before submitting the appeal to the Financial Aid SAP Appeal Committee. If the appeal is approved, the student will have his/her financial aid reinstated based on conditions outlined in the academic plan. The student must meet any specific requirements as determined by the committee.

- Following an appeal, the student will be notified of the ruling of the Financial Aid SAP Appeal Committee. If the appeal is granted, the notice will explain any specific requirements the committee will require the student to fulfill. Failure to comply will result in the immediate suspension of financial aid. Financial aid disbursed based on the committee's decision may have to be returned.

NOTE: A successful appeal to the Registrar's Office concerning an academic suspension or dismissal does not imply a successful Financial Aid appeal. A student will have to submit a separate appeal to the Office of Student Finance to have his or her SAP status reconsidered.

WORK STUDY

The Work Study Program provides jobs for students who desire to offset a portion of their educational cost by working on campus or in the community. Work Study is not a grant or scholarship. As with any other job, actual hours worked determine the received by each student. Earnings are paid directly to the student, unless the student authorizes their earnings to be applied to their student account.

Types of Work Study opportunities:

1. Institutional funds are available for specialized jobs such as specific subject tutors and intramural sports administration and assistance.
2. Federal Work Study funds provide the largest pool for work study positions. Eligibility for federal work study is dependent upon financial need and the availability of federal funds.
 - Average 12-15 hours per week.
 - On campus positions pay \$10.00 per hour.
 - Summer jobs may be available for qualified applicants who qualify

Eligibility:

- Complete the Free Application for Federal Student Aid (FAFSA) for the current year.
- Complete all documents required by Student Financial Services.
- The student award offer will indicate the dollar amount of the Work Study award for the year. Although pay will always be based upon actual hours worked, this award indicates the maximum amount allowed to earn.
- Must be meeting the Satisfactory Academic Progress Requirements.
- Submit a current year Work Study Application through Navigator.
- Complete all required HR documents such as: I-9, W-4, State Withholding, Payment Authorization Form and IT agreement.

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.

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 requirements 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 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 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 the 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 re-

main- ing 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 account in Navigator, 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 the 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:

Any student who does not meet all stated criteria to receive and retain a scholarship will forfeit the award. 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

If a student wishes to appeal the loss of a scholarship, they should follow this process:

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.

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.

If an appeal is denied by the awarding department, the student may submit a second appeal to the 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 Scholarship Committee.

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

- *ACT Scholarships - 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 - 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 - 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- 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.hindsc.edu.
2. Application for Foundation. Apply online at www.hindsc.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 found at <https://www.hindsc.edu/admissions/costs-aid/scholarships/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 <https://www.hindsc.edu/admissions/costs-aid/scholarships/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 Foundation scholarship requirements must also be submitted online in the Scholarship Universe portal.

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

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 20-23	\$1,000 per semester
Deans Scholarship	ACT 24-27	\$1,500 per semester
Presidential Scholarship	ACT 28-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 super score 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 super score.
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*:

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 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 semester (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 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 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 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 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.hindsc.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 State of Mississippi. Accredited high schools include Mississippi public schools and private schools accredited through the Mississippi Association of Independent schools and do 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 a 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

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.

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.hindscc.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.

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.

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 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.hindsc.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

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 student's 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 wanting to utilize their education benefits. The VA provides coverage for both Associate degrees awarded by Hinds as well as career and technical certificates. 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 defined program of study and be enrolled in courses leading to completion of the designated program at Hinds Community College. Only these courses 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 Academic 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 drop, 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 the 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@hindsc.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. 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.

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 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 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.

RECOGNITION AND AWARDS FOR EXCELLENCE

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

The Student Awards of Distinction ceremony is held in the spring and recognizes student recipients of Who’s Who, Award of Excellence, Outstanding Students in Academic and Career Technical Education, All-Mississippi Academic Team and the SOAR Award.

Each fall and spring the Honors Institute recognizes Honors Program members who complete Honors classes and programming. Students are required to meet a particular grade point average and complete a designated number of classes to be considered an Honors Scholar or Distinguished Honors Scholar. Recognition appears on the student’s College transcript and diploma.

Students who hold a 3.5 cumulative GPA on at least 12 transferable credits earned at Hinds are invited to join Phi Theta Kappa Honor Society. Each fall and spring semester the Honors Institute runs reports to identify students eligible for Phi Theta Kappa membership. The College’s six (6) chapters run membership campaigns and invite students to join.

Deans’ and President’s List Scholars are sent a letter each fall and spring congratulating them on maintaining an outstanding cumulative grade point average (GPA) at Hinds. The student’s transcript for the semester also notes this honor.

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) or the Online Services page on the Hinds Community College website.

My.Hinds 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, My.Hinds 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.

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. 4. Balances must be cleared through the student's navigator account. If they are not cleared by August 1st, the student will lose their room assignment, which will then be given to the next person on the waitlist.

E. Students are required to have their college bill paid unless they are on a college-approved payment plan. If a student has an outstanding balance on the day of check-in, they will not be allowed to move in until they settle their bill or establish a payment plan.

F. All students who live in student housing must

1. Attend "Housing Orientation," a session lasting one or two days held before the start of the semester.

2. Attend all mandatory Department of Housing and Hall meetings.

3. Participate in all mandatory 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. Admission Status:

1. Ensure you are an admitted student at Hinds CC, as only admitted students are eligible to apply for Student Housing.

B. Hinds ID and Password:

1. Use the Hinds ID provided to you in your admission package from the Office of Admissions to log into your My.Hinds account.

C. Accessing the Housing Application Portal:

1. Visit your My.Hinds account and navigate to the Reslife section to start the application process.
2. Choose the Fall/Spring application option and carefully complete each section.
3. For first-time students, it's advisable to apply for housing to ensure your Housing Priority status. Please note, there is a non-refundable processing fee of \$100 for the full academic year housing application (Fall and Spring). For those applying only for the Spring or Summer term, the fee is \$50.
4. Students submitting their Housing application after the priority deadline date will be considered late applicants and placed on the waitlist. Students are selected from the waitlist daily as vacancies become available. If selected, an email will be sent to the student's Hinds CC email address notifying you of your placement.

III. Information regarding room assignments, waiting list, and room cancellations.

A. Once students complete their application, they will consistently have access to their residence hall information via the ResLife portal, enabling them to confirm their room assignment.

2. If an applicant needs to cancel a room reservation before the first check-in day of the semester, housing and meal fees will be deducted from the student's account. However, the housing processing fee will not be refunded.

C. Procedure for managing waiting lists for campus housing:

1. Upon reaching capacity in residence halls, a waiting list is established, prioritizing applications according to their completion date as recorded by the Housing Office.

2. Students are notified via email or phone call when a room becomes available for their assignment.

D. 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 housing processing 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 (Raymond Campus) or UticaResLife@hindsc.edu (Utica Campus) to cancel.

E. Important Notes Concerning Room Cancellations:

Meal Refunds: If a student withdraws from the residence hall mid-semester, they will receive a pro-rated refund of the meal plan's total cost. This refund is calculated based on the remaining days and weeks left in the semester or term.

III. RESIDENCE HALL CONTRACTUAL OBLIGATIONS

A. APPLICATION

1. Application

The housing application process is distinct from the college application process. We encourage students to complete both applications promptly. The receipt of the completed housing application and processing fee determines priority for room assignments. Priority deadlines for the Fall semester are in April or May and for the Spring semester are in November or December. Final deadlines are August 1 for Fall and December 15 for Spring. Additionally, a meal plan is mandatory.

2. **Housing Processing Fee**

A \$100 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 15 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 15 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

On the Raymond campus, housing is available in several buildings tailored to accommodate the diverse needs of our student community.

-Allen-Dukes-Whitaker, Hardy-Puryear, Davis, and Marshall Hall: Reserved for female residents.

-Riggs-Virden, Sheffield-Woolley, and Greaves Hall: Reserved for male residents.

-Pickett Hall: A co-residential residence hall exclusively designated for honor students. To qualify, students must maintain a cumulative grade point average of 3.0 or higher on 12 or more semester hours and have no student conduct actions. New students with an ACT score of 25 or higher will be prioritized for Pickett Honors Halls, subject to availability.

-Those with an 2.5 GPA or ACT score of 18 or higher will be considered for Allen-Dukes-Whitaker and Riggs-Virden Halls.

On the Utica campus, students have the option to reside in:

-Maggie Dunson: Reserved for female residents.

-B.E. Lewis: Reserved for male residents.

-Newton-Walker: A co-residential building accommodating students of all genders.

-Students participating in basketball and/or STEM programs will be assigned housing based on the location of their specific membership community, ensuring proximity and convenience.

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

Eligibility Requirements:

Official Contract Cancellation: The student must officially cancel their housing contract.

Completion of Housing Check-Out Procedure: The student must complete the check-out procedure for their residence.

Refund Details:

1. Room Refunds:

100% Refund: If the room assignment is canceled before the first day of check-in.

75% Refund: If the cancellation occurs before the sixth day of the move-in start date.

50% Refund: If the cancellation occurs before the eleventh day of the move-in start date.

0% Refund: If the cancellation occurs after the tenth day of the move-in start date.

2. Meal Refunds:

Full Weeks Remaining: If a student withdraws from the residence hall during the semester, they will

be refunded for all full weeks remaining on their meal plan.
Meal Plan Period: The meal plan period runs from Friday through Thursday each week.

Additional Note:

Deductions: Any balance owed to the college will be deducted from the refund amount before it is issued to the student.

This policy ensures that students are aware of the specific deadlines and conditions for receiving refunds on their room and meal plan fees.

D. ROOM AND HALL CHANGE

For residents seeking a room change, it is necessary to reach out to their current Residence Hall Director (HD). Each Hall Director maintains an office within their respective residence hall and is available to facilitate room change requests for residents. Office hours for Hall Directors are prominently displayed on or near their office door, along with their contact details.

Please note that room change requests are subject to approval at the discretion of the Hall Director and are contingent upon availability. Residents are encouraged to discuss their requests directly with their Hall Director to explore possible options.

A student who makes an unauthorized move must pay a \$25 penalty and move back to the proper assignment.

E. ROOM CONSOLIDATION

The Office of Student Housing and Residence Life reserves the right to consolidate rooms to fill capacity during periods of vacancy. In such instances, students may be required to relocate to another room as deemed necessary.

Students who are not contracted for a designated single occupancy room, do not have an assigned roommate, and are requested to consolidate have several options available. They may choose to either find another roommate, have one assigned by the Office of Student Housing and Residence Life, or opt for a room change.

Approval for any room change must be obtained from the Hall Director and the Office of Housing and Residence Life. The relocation process must be completed within three days after receiving notification to consolidate. Failure to do so may result in automatic relocation by the Office of Housing and Residence Life.

Room consolidation dates will be communicated each semester for students without roommates. Should a student's roommate vacate or if a student has never had a roommate, they must adhere to the following guidelines within the stipulated timeframe:

1. Request a room change to an already occupied room.
2. Opt for a single room contract for the remaining semester, subject to availability and additional costs.
3. Be reassigned to a new room with a new roommate by the Office of Student Housing and Residence Life.

F. PRIVATE ROOM

Residents residing in any traditional residence hall have the option to apply for a private room at any point during the academic year. However, such requests will only be accommodated each semester once all applicants have been initially assigned double occupancy rooms.

The rate for a private room is set at 1 and 1/2 times the rate of a double room per semester. Upon assignment to a private room by the Office of Housing and Residence Life, the additional payment is due. The timing of this payment is contingent upon when the student becomes the sole occupant of the room.

Residents who secure private rooms during the fall semester will automatically retain their private accommodation at the appropriate rate for the subsequent spring semester. It's important to note that while a residence hall may have sufficient space for private rooms in the fall, this availability may change in the spring due to new assignments.

The Office of Housing and Residence Life reserves the right to assign two residents to a room that was previously designated as private if adequate space is not available elsewhere. In such cases, both residents will be charged the double room rate

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. CONTRACT RENEWAL: RENEWAL SELECTION VERIFICATION PROCESS (RSVP)

RSVP, or the Renewal Selection Verification Process, serves as the application renewal and room re-assignment period for current residents interested in housing for the upcoming academic year. Please note that assignments are not automatic and are not guaranteed. This process typically occurs in the Spring semester.

Residents will receive instructions via their Hinds email address on how to submit an online application for RSVP. During the RSVP time, students will have the opportunity to choose their rooms online from available spaces after completing the application.

For returning residents wishing to continue living in Student Housing, eligibility for RSVP requires enrollment in a minimum of 15 credit hours for the upcoming semester, including at least six in-person hours (specific deadline will be communicated via email).

To complete the RSVP process, returning residents must:

1. Pay the \$100 non-refundable room reservation fee.
2. Register for 15 or more credit hours for the semester corresponding to the room reservation fee.

I. ROOM ENTRY AND INSPECTION

College personnel authorized by the institution have the authority to enter, inspect, and conduct repairs to assigned spaces as deemed necessary at all times. This includes the right to enter a student's room for maintenance and security purposes, as well as in the event of an emergency that poses a risk to the well-being of the occupants or other students in the halls.

J. STUDENT CHECK-IN

1. College personnel authorized by the institution have the authority to enter, inspect, and conduct repairs to assigned spaces as deemed necessary at all times. This includes the right to enter a student's room for maintenance and security purposes, as well as in the event of an emergency that poses a risk to the well-being of the occupants or other students in the halls.
2. Students checking-in after the first day of class must notify the Office of Student Housing of late check-ins to maintain room assignment.
3. Before students check in, Hall Directors or Resident Assistants will conduct Room Condition Reports for each room. It is the responsibility of every resident to ensure the accuracy of the form for their assigned room before signing it.

K. CHECK-OUT

Upon check-out, rooms must be left clean and in good condition. Students must vacate their rooms no later than 24 hours after their last scheduled final exam or 48 hours after withdrawal from Hinds Community College. Additionally, refrigerators must be defrosted, emptied, and cleaned, and all personal belongings must be removed.

Before leaving, students must return keys and complete all necessary checkout procedures with a residence hall staff member. Failure to do so will result in a \$50 improper checkout penalty. Cleaning fees, starting at \$25, may also be assessed based on the extent of necessary cleaning.

If a student needs to check out during a semester, they must submit a cancellation request to the Office of Student Housing and Residence Life. Check-out arrangements must be coordinated with the Hall Director or Resident Assistant and must include the following steps:

1. Remove personal belongings from the room.
2. Thoroughly clean the room.
3. Defrost and clean refrigerators.
4. Have the Resident Assistant (RA) or Hall Director inspect the room for damages or missing items.

5. Return room keys.
6. Sign the room condition report.

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. Should a resident have questions regarding this subject or become involved in a violation of housing regulations, their initial point of contact should be their Hall Director. Hinds Community College students are obligated to abide by the policies and procedures outlined in the student handbook and will be held accountable for their actions accordingly. We strongly encourage all students to familiarize themselves with these guidelines.

V. ADDITIONAL RESIDENCE HALL REGULATIONS AND POLICIES

A. LOST ROOM KEY AND/OR ID

If a resident loses his/her key, it should be reported immediately to a RA or HD of the hall in which the student resides. 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. Because of the security risk, it is important to report lost keys immediately.

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 courtesies 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

Students are required to keep their rooms in reasonably neat and clean conditions. College officials will periodically inspect student rooms. It is expected that all rooms are kept in a presentable order and are made as attractive as possible.

In the event that a room is found to be unclean or unsanitary, the student will receive a written violation for the first offense, with subsequent offenses incurring additional fines.

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

Students are advised to use outlet adapters with surge protectors when connecting multiple appliances; however, any student found to be overloading the circuit will be required to reduce their usage. Extension cords are strictly prohibited within the residence halls.

In consideration of the rising electrical costs and the risk of electrical overload and wiring issues, only the following list of appliances has been authorized for use in the residence halls: portable electric hair dryers, curlers, curling irons, make-up mirrors, electric razors, crock-pots, clocks, irons, lamps, calculators, and computers.

Additionally, each room may utilize one of the following: microwave, coffee pot, stereo/radio, or television. All surge protectors and appliances must bear Underwriters Laboratories (UL) Approval.

Extension cords, electric heaters, George Foreman grills, hotplates, fragrance plug-ins, wax burners, air fryers, and twinkling lights are strictly prohibited within the residence halls. Additionally, open-coiled appliances such as toasters, toaster ovens, hotplates, electric grills with exposed coils, space heaters, air fryers, air fryer microwaves, and deep fryers are not permitted.

Furthermore, halogen lights or lamps, tubular party lights, rope lights, Christmas lights, twinkle lights, any non-LED string lights, and extension cords are also prohibited. Lastly, wick-burning candles, fragrance plugs, or incense are not allowed in the residence halls. Please review the prohibited item list!

G. VISITATION

Visitation hours in all residence halls are as follows: from 1:00 pm to 11:00 pm, Sunday through Thursday, and from 1:00 pm to 11:30 pm, Friday and Saturday. Guests are required to check in with the residence hall front desk and present a government-issued ID, such as a Hinds Student ID or Driver's License. Visitors must be accompanied by the host resident at all times during their visit.

The lobbies of designated residence hall lobbies are open to visitors of the opposite gender during posted hours each day. However, all other areas of the residence halls are restricted to the gender of that building.

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 Hall Director.

It is important to note that students who invite guests are accountable for their guests' behavior while on campus and may face student conduct action as a consequence of their guest's conduct. Unauthorized visitors in any part of a residence hall will incur student conduct charges, including but not limited to a \$200 fine per offense. Permission for visitors must be unanimously agreed upon by all assigned occupants of a room before it will be granted.

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 and Utica campuses will be closed to all unauthorized persons from 12 midnight until 6:30 a.m. each day of the week. 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 and Utica campus residence halls lobbies will be closed from 11:00 p.m. to 8:00 a.m. on weekdays (Sunday to Thursday) and from 11:30 p.m. to 8:00 a.m. on weekends (Friday and Saturday).

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

Residents are encouraged to visit the Hinds Community College website to enroll in Hinds Alerts. Hinds now offers a new mobile HINDS ALERT system. Instructions for downloading and utilizing the application on smartphones are provided to all students.

This alert system will be utilized for various urgent notifications, such as inclement weather advisories and closures.

In the event of a Tornado Watch (indicating conditions conducive to hazardous weather), housing staff will inform students and request them to monitor weather updates independently, in addition to checking the student insider.

If a Tornado Warning is issued (indicating a tornado has been sighted near or on campus)

1. Housing staff will instruct students to promptly relocate to the designated safe zone within the residence hall and remain there until the weather clears.
2. During severe weather, residents are strongly advised against leaving the building.
3. Alongside the institution's severe weather monitoring, sirens may be activated on campus to alert staff and students of approaching inclement weather.

It is strongly recommended that all students enroll in the HINDS Alert system to receive updates on inclement weather and campus procedures. While housing staff will provide updates as information becomes available, it is also the collective responsibility of students to stay informed about weather conditions and safely relocate to designated areas during severe weather events.

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 601-857-3911. 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.

N. SAFETY DRILL PROCEDURES

Each building will have instructions for residents regarding the predetermined evacuation plan. In the event of a fire alarm, all residents must promptly evacuate the building.

1. Exit quickly and quietly through the designated exit doors.
2. Once outside, gather at a safe distance from the building and await further instructions. Adherence

to fire regulations is crucial for your safety. Failure to evacuate during alarm activations will result in immediate disciplinary action.

Tampering with or misusing fire safety equipment, such as fire alarms, smoke detectors, and fire extinguishers, is strictly prohibited. Any individual found damaging or misusing this equipment may face disciplinary proceedings, including potential loss of housing privileges and criminal prosecution. Leaving food unattended while cooking is also considered a fire hazard and will be subject to disciplinary measures. The possession of items like burning candles, incense, and open-coiled appliances is strictly forbidden, and housing administration reserves the right to require the removal of such items deemed hazardous. Periodic health and safety inspections will be conducted by housing staff throughout the year.

Hoverboards and hoverboard chargers are not allowed in the residence halls.

O. AMENITIES

1. REFRIGERATOR (1 per room)

A refrigerator will be provided for each residence hall room.

2. LAUNDRY

Residence hall students have unlimited access to washers and dryers during the fall and spring semesters. The washer and dryers are located in individual halls. For more information regarding our laundry provider visit: <http://www.caldwellandgregory.com/>

3. WIFI

Wifi is available in the residence hall if assistance is needed connecting to wifi, please contact IT Support at 601-857-3344 or HYPERLINK “mailto:support@hindsc.edu” support@hindsc.edu.

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. Students or parents are encouraged to have suitable insurance coverage to mitigate potential losses. Consider acquiring renters’ insurance (recommended, but not mandatory). Find out more about NSSI Personal Property Insurance for Hinds Community College at <https://www.nssi.com/portal/hindsc.edu>.

Q. LOBBY

Raymond and Utica Residence Hall Lobbies are open on Sunday – Thursday from 1 p.m. -10:30 p.m.; and on Friday and Saturday from 1 p.m. to 11:30pm.; Housing reserves the right close a lobby or lobbies with the approval of the Director of Student Housing.

R. 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

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) or below 15 credit hours, 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 Associate 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
RAYMOND RESIDENCE HALL DIRECTORY

WOMEN'S

MEN'S

ALLEN-DUKES-WHITAKER

Office Phone 601-857-3494

DAVIS

Office Phone 601-857-3798

HARDY-PURYEAR

Office Phone 601-857-3546

MARSHALL

Office Phone 601-857-3547

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 601-885-7177

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 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. (Hours may vary during the Spring and Summer semesters) Monday through Friday. To make an appointment, a student may complete an intake at hindscs.singlestoptechnologies.com or call the campus Single Stop Coordinator that corresponds to their location:

Raymond Campus

601-857-3233
Moss Hall
Rooms 103 & 101

Jackson Campus

601-987-8105
Alexander Building
Room 226

Vicksburg Campus

601-629-6831
Annex Building
Room 23-B

Nursing Allied Health Center

601-376-4817
Anderson Hall Room 11A
Room 11A Mondays only

Rankin Campus

601-936-1839
Administration Building
Room 2L Tuesdays only

Utica Campus

601-885-7021
Student Union Bldg
Room 211

INTERCOLLEGIATE ATHLETICS

Hinds Community College is a member of the Mississippi Association of Community Colleges Conference and National Junior College Athletic Association. The purpose of the Hinds Community College athletic program is to provide an opportunity for the participants to develop their potential as

skilled performers and provide an educational service to the athletes 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.

RAYMOND-INTERCOLLEGIATE ATHLETICS

The athletic department is located in the Robert M. Mayo Health and Physical Education Building on the Raymond Campus. Students from all campuses are welcome to try out for varsity football, baseball, golf, soccer, track, tennis, and women's softball.

UTICA-INTERCOLLEGIATE ATHLETICS

All sports promote leadership development and personal development and arouse school spirit. Varsity sports include men's and women's basketball and cheerleading. Students from all campuses are welcome to try out which at the Boyd Gym.

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, including 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 and Cheerleading.

The following sports are offered on the Utica Campus: Men and Women's Basketball, and 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 601-857-3534.

WORK-BASED LEARNING

Work-Based Learning is an educational/training program for career and technical students which combines programs of study with structured on-the-job experiences. Through this program, Work-Based Learning students practice and develop skills and competencies which have been identified by participating businesses and industries. Work-Based Learning participants are better able to see the connection between education and work and are able to earn wages while learning from skilled professionals. This experience also allows students to test potential careers and provides exposure to expanded career possibilities.

All students must be recommended by their major 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 instructor, the student, and the Work-Based Learning Coordinator. Students will receive semester hour credit (maximum of 12 credit hours total) depending on the number of hours worked per week. For more information, see Work-Based Learning on the College website or contact the Coordinator of Work-Based Learning at 601-857-3534.

Assessment Center

The Assessment Center 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 Assessment Center 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 Thursday 8 a.m. to 4:30 p.m., Fridays 7:30 a.m. to 11 a.m.

For more information contact:

Director of Assessment 601-857-3852, Secretary 601-857-3384,

Assessment Coordinator 601-857-3650, or IT Proctor, 601-857-3652.

Assessments are hosted from the following vendors:

College Board-ACCUPLACER Test

ACT®

ATI, INC. (TEAS)

PSI.FAA COMPUTER TESTING SERVICES, INC.

CRANE INSTITUTE

CERTIFICATION

ISO-QUALITY TESTING, INC.

PROCTOR SERVICES, CLEP, DSST, RESIDUAL ACT

Certiport Test

Metro Institute

PearsonVue Test

ETS.PRAXIS

(IQT) KRYTERION

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, internships, 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 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 or college GPA.

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.

Travel Studies

Travel 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 travel, 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.

Phi Theta Kappa Honor Society

PTK programming is woven into Hinds Honors Institute programming. The Honors Institute also serves as the primary point of contact between Hinds' 6 PTK chapters and Phi Theta Kappa International Honor Society, the official honor society of the two-year college. Working directly with PTK advisors on each campus, the Honors Institute helps to organize membership campaigns and to promote service, scholarship, leadership, and fellowship opportunities to Hinds students. Students who hold a 3.5 or greater cumulative GPA on 12 hours earned at Hinds are eligible to join. Additional information on PTK at Hinds is available on the Hinds website at: <https://www.hindsc.edu/student-life/clubs-groups/ptk>

Additional information about the Honors Institute is also available on the Hinds website at: www.hindsc.edu/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: 213 Jenkins Hall, honors@hindsc.edu 601-857-3314 or 601-857-3837. Rankin campus Honors Center: Student Services Building, rankinhonors@hindsc.edu 601-936-1992

LIBRARIES

The 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 400,000 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, Delta State University 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 community 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 at the Utica Institute Museum chronicles 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 <https://libguides.hindscc.edu/home/archives>

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 <https://www.hindscc.edu/online>

The eLearning department will provide and support the learning management system technology for the college. Since Summer 2013 this technology has been available through the Canvas platform. For more information please visit the eLearning Canvas page at <https://www.hindscc.edu/online>

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, 7:30 a.m.-5:00 p.m., Monday through Thursday and Fridays 7:30 a. m. to 11:30 a.m. Summer Hours 7:30 a. m. to 5:00 p.m. Monday through Thursday and closed on Fridays. 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 <https://www.hindscc.edu/online>

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 (<https://www.hindscc.edu/online>). 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.

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 5:00 p.m..
Friday:	7:30 a.m. to 11:30 a.m.
Summer hours:	Closed on Fridays

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 if the student believes the grade was calculated incorrectly. The student must initiate the process below before the beginning of Final Exams for the following semester after the grade was posted (excluding summer):

1. Meet with the Instructor - The student should discuss the complaint with the person the grievance is addressing, the person closest to the situation. 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. Meet with the Department Chair/Director - If there is no resolution, 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@hindsc.edu.

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 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.

4. Instructional Appeals Committee - If the student does not accept the resolution from the dean, he/she may request that a review of the written complaint be sent to the Instructional Appeals Committee. The Committee Chairperson will respond to the written request within seven (7) business days. The Committee Chairperson will send a written response to the student filing the complaint. Results will be filed with the Instructional Dean or eLearning Dean and he/she shall maintain the instructional student complaint.

NOTE: All non-instructional complaints should follow the procedures found in the Student Handbook.

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 on-line 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. Official absences are not used for other absence-related activities outside of school-sponsored events. All requests for official absences, excluding athletic events, should come from the appropriate college official to both the Vice President of Instruction – Academic/Transfer Programs and Vice President of Instruction – Career & Technical Education before the date of the absence. Athletic official absences will be communicated to the appropriate Dean of Students. 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 within one week of the absence, or before the end of the term if the absence occurs within a week of the end date of the course. Instructors should mark these students as “Official Present” with a comment of the event that is approved for official absence. If the student does not complete the work within one week of the absence then the instructor should change the attendance to “Official Absent”. “Official Present” will be counted as present for both attendance and audit purposes and “Official Absent” will be counted against the allowable absences for attendance and will not be counted for audit.

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 “W” for withdrawal.

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.

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 online at <https://www.hindscc.edu/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 who 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. Students will be charged for all classes from which they withdraw.

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.

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. The attempt with the highest grade will be counted in grade point average calculations. All other grades will remain on the transcript. Some courses can be repeated for additional credit and cannot be replaced for a better grade (ex: Physical Education Activity courses, Music Lessons, Seminars). The replacement grade policy is honored at Hinds Community College and may not be recognized by other colleges/universities or employers.

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 a 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, as well as a financial aid advisor, before repeating any course.

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.

WITHDRAWAL FROM COLLEGE

Prior to the start of a term, students wishing to officially withdraw will not be liable for fees (other than nonrefundable fees). Students who have paid tuition can use their My.Hinds account to remove themselves from all classes.

To withdraw from the College at any time prior to five (5) working days before the first day of final exams for day/evening classes during a regular semester (three [3] days during the summer), a student must contact a counselor who will initiate the withdrawal. Students in Distance Learning courses must contact a counselor to initiate the withdrawal by the date designated on the MSVCC calendar. The grade at the time of withdrawal from the College will be “W” in all classes. It is the responsibility of the student to complete and return the Withdrawal Form to the Office of Admissions and Records within two (2) business days.

ACADEMIC DISHONESTY

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.

Use of Artificial Intelligence (AI)

Any use of artificial intelligence (AI) in assignments where it is not expressly allowed is a breach of our academic integrity policy and will be addressed in accordance with our policies on academic misconduct such as plagiarism. If you are uncertain about plagiarism or academic dishonesty, please refer to your course syllabus and reach out to your instructor for clarification.

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 above his/her standing will become Good Standing at the end of that term, provided his/her overall GPA is also 2.0 or above at the end of that term; otherwise, his/her scholastic standing will remain Scholastic 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

Hinds Community College students have the opportunity to improve standing through summer work at Hinds. Scholastic standing can rise from Scholastic Suspension to Scholastic Probation provided a student earns six (6) or more semester hours of credit during a summer term with a term GPA of 2.00 or above. This work must be taken at Hinds Community College.

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

PROBATION STATUS 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 Scholastic Probation.

SCHOLASTIC SUSPENSION APPEALS

Appeals for permission to continue in school when facing Scholastic Suspension must be made in writing to the student's academic advisor. The forms can be acquired from the advisor.

Each appeal will be considered on its own merits and should be based on extenuating circumstances supported by proper documentation. Appeals must be filed within six months of the end of the semester during which the Scholastic Suspension occurred.

If the appeal for permission to continue in school is approved, the student must enroll in no more than 15 semester hours and will also be enrolled in the non-credit online course, Project You, for the upcoming spring or fall semester. Students that do not actively participate in the first week of the non-credit Project YOU course, with active participation defined as completion of initial confirmation assignments, will not be allowed to continue in their enrolled for-credit courses and will remain on Scholastic Suspension pending the completion of satisfactory requirements.

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 Office of Admissions and Records.
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. A student may petition for Scholastic Restart during any semester in which they are currently enrolled. Courses taken since re-enrollment are not eligible for Scholastic Restart.
4. Scholastic Restart may be declared only one time.
5. 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."
6. 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.
7. 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.

8. No grades will be removed from a student's official transcript; however, notation will be made on the transcript as to the Scholastic Restart. No coursework completed before that time will be used when determining quality point average or determining graduation status at Hinds Community College. The coursework will be used for federally funded financial aid eligibility.
9. The Registrar 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, literary 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 are dedicated to establishing rapport and building citizenship skills among all students and student groups, striving to make each student an active participant in the college community and our country. The various departments within Student Services collaborate to provide teamwork that complements and supports students and instructors in academic, technical, career, and continuing education programs at the college.

We encourage you to become an active member of the collegiate environment, offering something for everyone through organizations, activities, a wide variety of programs, and superior customer service. We are here to assist you from enrollment through graduation. Visit 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 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.
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 are 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 the 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 students realize their responsibility for proper and courteous behavior. As a good college citizen in class, a student will:

1. Report to each class promptly and quietly. If late for class, be courteous enough to enter quietly to avoid disrupting the attention of others while they work.
2. Bring all necessary materials for each class and be well-organized and prepared to work.
3. Give class work undivided attention. Pay strict attention to what the instructor is doing. Learning is a highly personal activity that requires concentration and work.
4. Have assignments carefully prepared, and be ready to make a contribution to the class when called upon. If experiencing difficulty in study efforts, students should consult their instructor regarding effective study techniques. An academic advisor can also give students assistance.
5. Maintain a friendly and courteous attitude during each class period. Refrain from interrupting others when they are making their contributions to the class. Students should take part in class discussions, but not act as if their ideas are superior to those of their classmates. Students should listen to what others have to say and respect their classmates' ideas even if they are contrary to their own beliefs.
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 CENTER

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 "TO GO" 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 possession 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 WEAPONS ON SCHOOL OR COLLEGE PREMISES

DANGEROUS WEAPONS ON COLLEGE PREMISES POLICY

The Hinds Community College Board of Trustees recognizes that the presence of dangerous weapons on any premises, in any building, or at College functions by persons other than duly authorized law enforcement officials, creates an unreasonable and unwarranted risk of injury or death to employees, students, visitors, and guests. For the purpose of this policy, a weapon is defined as any object, visible or concealed, that is or could be used to threaten, intimidate, inflict serious bodily injury, or kill another person. This includes, but is not limited to: 14 - Guns, rifles, pistols, air guns, stun guns, or other type of firearm; - explosives, a dynamite cartridge, bomb, grenade, mine or another powerful device; dangerous chemicals or biological weapons; and, - metallic knuckles, clubs, batons, knives or other blades. This prohibition does not apply to Resort Status Conference Centers for the limited purpose of trade show events expressly approved by the Board of Trustees.

(Revised: 7/2015; Amended: 01/2021; Amended: 08/2022)

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 Associate Vice President 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 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.

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 is primarily responsible for the enforcement of student conduct. This authority is delegated to the Dean of Students by the appropriate Vice President of Student Services 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 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.

Prompt and decisive action may be taken by the Dean of Students 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 whose continued presence 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.hindsc.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 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 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. 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) 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 Hinds Community College Campus Police Department serves as the primary investigative agency for all suspected criminal incidents on Hinds Community College campuses, with the exception of Vicksburg-Warren. All Hinds Community College Campus Police Departments are staffed by state-certified police officers who have authority and power of arrest as provided for by Mississippi Code Annotated 1972 § 37-29-275.

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. 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/Designee. Such student conduct actions will be assigned to an administrative hearing officer/Local Student Conduct Committee by the Dean of Students/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 facts.

Due Process Rights:

- 1) 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 a plea to each charge violation(s) and sign the document indicating his/her plea.
- 3) Student Conduct Hearings are private, confidential and are not be open to the public.
- 4) Records of the outcome will be kept by the Associate Vice President of Student Services/ 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 a written report. The responding party may present evidence on their own behalf, may reply to alleged-violations in his/her own words, and may present fact witnesses on their 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 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). At the end of the student conduct hearing, the student will receive a copy of the disciplinary decision form that will include the outcome of the hearing. These findings and recommendations will be submitted to the Dean of Students 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 Associate Vice President of Student Services, no 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 Coordinator of Student Conduct who will have restrictions placed on the student's record. The Associate Vice President of Student Services or 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 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; the 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 and the use of fireworks are not permitted. 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
 - 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 and 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 encourage violations of public laws or college regulations.
 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 it is determined that a guest violates the Code of Conduct while in the company of the student host or with the student host's awareness, charges will be brought against the guest, as well as against the student host or the hosting organization, as applicable.
 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. Persons 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 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' fine. (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.** Engaging in disorderly, disruptive, or obscene conduct or speech is prohibited while on college premises. 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 health 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. 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, refer to <https://www.hindscc.edu/student-services/title-ix-sexual-harassment>.

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 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. Community Service: Specified work hours with a mentor in a campus office or community service.
6. Restriction: Restriction from entering certain facilities or from specified student privileges.
7. Restitution: Replacement by the student of any private or public property that has been damaged or destroyed.
8. 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.
9. Withdrawal: Withdrawal from a class or classes. Students will owe any fees that may become due upon withdrawal.
10. 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.
11. 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.
12. 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 or his/her designee. The student must complete all requirements before being allowed to return on probation.

13. 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.

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 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 Appeals Committee, Associate Vice President of Student Services or by an assigned administrative hearing officer.

The Appeals Committee, Associate Vice President 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 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 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 Associate Vice President 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 Student, 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 Dean of Students of the campuses. 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.

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. 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 (Use form entitled Traffic Appeal.)

Appeals Committee: Shall be appointed by Associate Vice President for Student Services or designee. The Committee shall be chaired by the Associate Vice President for Student Services or designee and shall be composed of two or more 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 Associate Vice President 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, Vice President of Instruction - Academic and Transfer Programs and Vice President of Instruction-Career and Technical Education. 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 Vice President of Instruction - Academic and Transfer Programs and Vice President of Instruction- Career and Technical Education.

BULLYING OR HARASSING BEHAVIOR

Hinds Community College is committed to maintaining high standards for behavior in a manner which demonstrates respect for the rights of others. This Anti-Bullying Policy, therefore, seeks to promote civility and respect among all members of the College community, including the trustees, administration, faculty, staff, students, alumni, contractors, business consultants, benefactors, and vendors.

Definitions:

- Bullying is defined as the aggressive and hostile acts of an individual or group of individuals which are intended to humiliate, mentally or physically injure or intimidate, and/or control another individual or group of individuals.
- Cyberbullying is defined as bullying an individual using any electronic form, including, but not limited to, the Internet, interactive and digital technologies, or mobile phones.
- Exclusion Bullying is defined as purposeful and evident exclusion or disregard for a person in a work-related, close-contact activity.
- Gesture Bullying is defined as nonverbal but aggressive gestures that convey threatening messages.
- Homophobic (Gender and Sexual Orientation) Bullying is defined as bullying directed at gay, lesbian, bisexual and transgender persons.
- Physical Bullying is defined as pushing, shoving, kicking, poking, and/or tripping another; assaulting or threatening a physical assault; damaging a person's work area or personal property; and/or damaging or destroying a person's work product.
- Stalking is defined as continued unwanted attention through personal contact (directly with you or through your friends and family), telephone calls, letters, e-mails, text messages, or internet chat rooms.
- Verbal and Written Bullying are defined as using speech or written messaging for the ridiculing, insulting, or maligning of a person or person's character; addressing abusive, threatening, derogatory or offensive remarks directly to a person; and/or attempting to exploit an individual's vulnerabilities.

Bullying is strictly prohibited on any College property; at any College function, event or activity; or through the use of any electronic or digital technology, whether or not such use occurs on College property. Any case of bullying suspected to be of a criminal nature shall be referred to local law enforcement authorities. See 10.31 Anti-bullying Procedure (Policy adopted November 2022)

FREE SPEECH, PUBLIC ASSEMBLY, AND PETITIONING AND DISTRIBUTION POLICY

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

I. Policy Statement

Hinds Community College is committed to supporting freedom of speech. The College recognizes that free speech is the best means for arriving at truth and mutual understanding. The College also recognizes that the rights to assemble peaceably and to petition the government for redress of grievances are important components of free speech. Therefore, the College will protect the rights of free speech, petition, and peaceable assembly as set forth in the U.S. Constitution.

However, it is also the responsibility of the Board, President and College to provide a suitable, safe and healthy environment for its students, faculty, and staff, and non-college affiliated groups, which is conducive to study, teaching and learning, public service, conducting research, and performing other activities, without undue interference or disturbance.

Thus, the Board has adopted reasonable regulations concerning acts of expression and dissent.

II. Speech and Assembly for College Students, Staff, and Faculty

The College is committed to providing certain spaces available to currently enrolled students, staff, and faculty, and non College affiliated groups that wish to exercise the rights of free speech, petition, and peaceable assembly, provided they do not:

1. Disrupt the normal or previously scheduled activities of the College;
2. Violate the free speech, assembly, or movement of other individuals or organizations; or,
3. Damage property, or create an unsafe environment.

Outdoor assembly may not be conducted within thirty (30) feet of any building or otherwise interfere with free flow of vehicular, bicycle, or pedestrian traffic.

The assembly shall not disrupt or displace normally scheduled educational, administrative, cultural, athletic and other College related activities. Requests must be submitted 10 days prior to the event, and must be approved forty-eight (48) hours in advance of the activity. Prior registration should be handled in accordance with the College's guidelines and procedures. (Policy Instituted: January 2016; Amended: 01/2021)

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

NONDIRECTORY INFORMATION

Nondirectory Information is personally identifiable information such as grades, transcripts, grade point average (GPA), and 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 Waiver of Rights to Privacy of Records form (found in My.Hinds or Hinds Admissions Office) must be completed by the student and returned to a campus Admissions Office.

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.hindscc.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. Admission to on-campus athletic events and out-of-town athletic events of the Mississippi Junior College Conference at student rates.
3. Identification at Business Office, Campus Bookstore, Campus Police Office, Financial Aid Office, Campus residence hall, Library, and Cafeteria.
4. 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 as a missing person's contact, 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. 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 may 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.

<https://www.hindscc.edu/student-services/title-ix-sexual-harassment>

TOBACCO-FREE POLICY

In its efforts to promote a safe and healthy environment for students, employees, and visitors, Hinds Community College recognizes that the presence and use of tobacco products pose health risks to anyone exposed to them. Therefore, the use of all tobacco and smoking products, including but not limited to cigarettes, e-cigarettes, cigars, blunts, pipes, chewing tobacco, smokeless tobacco, snuff, nicotine delivery systems, vaping and the use of vaping products, and dipping products, inside and outside of any facility owned, operated by, or under the lease or control of the College, is prohibited.

The sale or free distribution of tobacco products is also prohibited. This also includes the presence of tobacco products in college-owned vehicles, on sidewalks, in parking lots, and at College-sponsored or hosted classes, lectures, meetings, social and cultural events held on College property. 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 and Conference Center and The 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. (Date of Implementation Spring Semester 2015/Revised: August 2015; Revised: 01/2021)

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. We recognize our responsibility to provide an open and welcoming environment that fosters a culture of diversity, equity, and inclusion for employees and students to collaboratively learn, work and serve our communities. The following have been designated to handle inquiries regarding these policies:

EEOC Compliance: Coordinator of Campus Culture and Diversity, Box 1100 Raymond MS 39154; Phone: 601-857-3458 or Email: EEOC@hindsc.edu.

Title IX: Associate Vice President 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	601-987-8158
Raymond Campus and fully online	601-857-3646
Nursing Allied Health Center	601-376-4803
Utica Campus academic and Career Tech	601-885-7022/7128
Rankin Campus	601.936.5544
Vicksburg-Warren Campus	601.629.6807

Individuals with a hearing impairment may call 601.526.4918 (video phone)
Email DSS@HINDSCC.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 Association (SGA). Recommendations passed by the Student Government are forwarded to the Associate Vice President of Student Services for consideration to the 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 respective campus location on each campus.

STUDENT ELECTIONS COMMITTEE

The Elections Committee shall directly assist Vice President of Student Services and/ or the 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 Coordinator of the Student Government Association to participate in Homecoming elections. Participation shall include voting in and actually competing in any election.

ESTABLISHING 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 Director of Student Recreation or Dean of Students. Applications for Proposed Student Organization forms are available from the Director of Student Recreation.

REGISTRATION OF ORGANIZATION

Each year all organizations which seek to remain active on campus must register their intention by completing a form that 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 an election.

Failure to comply with this regulation may result in a loss of recognition on campus. New officers should verify 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.

All student organizations shall have two or more advisors of faculty, staff, or administrators who maintain contact with the organization's activities and functions. Financial accounts are to be signed by two persons, such as an advisor, officer, dean or department head. Faculty/ staff advisors should be thoroughly acquainted with the objectives and policies of the College. Their participation with the organization is an important mentor relationship where advisors give advice and assistance to the student group(s). Regulation and control will be limited to the minimum necessary to protect freedom of expression, democratic process, and compliance with College policy. Fraternities, sororities, or other secret societies are prohibited.

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 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

Director of Student Recreation, 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 college 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 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 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 Director of Student Recreation or Dean of Students or local Dean. The Dean will secure final approval of the Vice President of Student Services and President.

LAW ENFORCEMENT POWERS

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.

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 DECALS:

- A. All faculty, staff and students wishing to use a motor vehicle on Hinds Community College campuses, grounds or roads, must purchase a Hinds Community Decal 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 1 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 \$50. 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 a.m. and 4:30 p.m., Monday through Friday.

Motor vehicles assigned a 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. The 3rd offense for the same violation will carry a fine of \$100 and the penalties listed below in the “note” section.

PARKING VIOLATIONS AND PENALTIES

Parking on or adjacent to a yellow curb	\$50
Parking on or obstructing any sidewalk	\$50
Parking in or obstructing a driveway	\$50
Parking in or obstructing any “loading zone”	\$50
Parking in any “NO PARKING ZONE”	\$50
Parking so as to obstruct or impede pedestrian/vehicle traffic	\$50
Parking in a double or multiple manner	\$50
Parking and obstructing a fire hydrant/lane	\$50
Parking in an undesignated area	\$50
Parking beyond barricades	\$50
Parking in a restricted zoned area	\$50
Parking a vehicle without a registration decal	\$50
Displaying an improper, defaced or altered registration decal	\$50
Parking in or obstructing a “disability” parking zoned area/space	\$100

***Parking violations may also be cited by Campus Police 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 office of the Dean of Student’s 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 office of the Dean of Students' 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 office of the Dean of Students' 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' 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-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.

CAMPUS CLUBS AND RESOURCES

CLUBS AND ORGANIZATIONS

Campus abbrev.: JK= Jackson; NAHC=Nursing Allied Health Center; RK=Rankin; RY=Raymond; UT=Utica; VB=Vicksburg

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. (JK)

ALPHA BETA GAMMA

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

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. (NAHC)

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. (RY)

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 write legibly. Membership is voluntary. (UT)

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. (RY)

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. (NAHC)

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. (JK)

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. (RY)

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. (RY)

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. (RY, RK, UT)

BIOLOGY CLUB (BETA BETA BETA)

Membership 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. (RY)

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. (JK)

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. (UT)

DELTA EPSILON CHI 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. (RK)

DELTA EPSILON CHI

Delta Epsilon Chi identifies the program 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. Membership on the Jackson Campus is limited to students enrolled in Hotel Restaurant Management Technology. (JK, RY)

DIAMOND DARLINGS

Diamond Darlings is 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, assist the team during the season, promote Hinds CC Baseball, and participate in community service and leadership opportunities. (RY)

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. (RY)

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. (RY)

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. (RY)

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. (RY)

HEALTH OCCUPATIONS STUDENT ASSOCIATION (HOSA)

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. (VB)

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. (RY)

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 students should contact the Director of the Hi-Steppers. Auditions are held each spring. (RY)

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. (JK, RY)

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. (RY)

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. (RY)

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. (RY)

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. (RY)

HONORS INSTITUTE

The Honors Institute 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 Honors page to learn more. (RY, RK)

I.D.E.A.L WOMAN ORGANIZATION

We are an organization dedicated to the uplifting and empowerment of minority women on campus. Affiliate 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. (RY)

INTEGRATED ARTS SOCIETY

The 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. (RY)

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. (RY)

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. (JK, NAHC, RK, RY, UT, VB)

LAMBDA BETA

Lambda Beta is a national honorary society for respiratory care students and is academically limited to the upper 25% of the respiratory therapy students. (NAHC)

LONDON PLAYERS

The Lendon Players is an organization created for students who are interested in dramatics and the theatre arts. It produces one full-length, mainstage play production every fall & spring semester. Participation in these productions is drawn from the Stagecraft class (which is offered every semester). Student **MUST** be enrolled in Stagecraft to be eligible to audition for and/or work backstage on a semester's show. Most interested students take Stagecraft multiple times during their time at Hinds. (RY)

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. (RY)

MONTAGE THEATRE OF DANCE

The Montage Theatre of Dance provides opportunities for Hinds Community College students to participate, observe and promote awareness and community building through the art of dance. Montage performs concerts on and off campus and regularly participates in community service through dance. Interested students should contact 601-857-3460 for audition and membership information. (RY)

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. (RY)

MUSICAL ORGANIZATIONS

Band And Instrumental Ensembles

Hinds Community College has many instrumental ensembles in which students can participate: The Eagle Marching Band, Wind Ensemble, Concert Band, Jazz Band, Steel Band, Percussion Ensemble, Brass Quintet, and Woodwind Ensemble. These groups perform for college and civic events throughout the year. Generous scholarships are available and all are welcome to audition. Students interested in participating in these organizations should contact the band director or apply online. (RY)

Choir

The Collegiate Choir regularly participates in campus and community activities as well as performing at the Mississippi Community College Choral Festival. The ensemble performs a variety of repertoire, and scholarships are available to participating students. Membership is open to the entire student body. All interested students should contact the choir director. (RY)

Hinds Harmony

Hinds Harmony, the elite vocal ensemble on campus, is chosen by audition from the Collegiate Choir. Harmony performs diverse repertoire with an emphasis on vocal jazz and pop selections. Scholarships are available for participating students. (RY)

Rock Band And Jazz Combo (Music Industry Ensembles)

Participation in a Hinds Rock Band or Jazz combo is open to the entire student body by audition. It is comprised of guitar, bass, drums, keyboards, brass, and vocalists. The group performs

at school sponsored activities on and off campus during each semester. These ensembles perform at various events over the semester. (RY)

NATIONAL ASSOCIATION OF BLACK JOURNALISTS

Working on the school television & radio station offers students an opportunity to acquire and develop skills in Broadcast journalism. The production staff of the studios is made up of students selected by other television and radio staff members. The National Association of Black Journalists (NABJ) is an organization of journalists, students and media-related professionals that provides quality programs and services to and advocates on behalf of Black journalists worldwide. (UT)

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 a 3.0 grade point average. (UT)

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. (RY)

PHI BETA LAMBDA

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. (JK)

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 (JK, NAHC, RK, RY, UT, VB)

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 work with existing alumni and strengthen the community base. (UT)

PSI BETA

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

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 maintaining wholesome and pleasant living conditions. Membership is open to all residence hall students with the association offering many services to members. The executive board is comprised of representatives from each residence hall. For further information, contact the hall director or resident assistant. (RY, UT)

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. (UT)

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. (JK, RY, UT)

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. (RK)

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. (JK)

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. (JK, NAHC, RK,RY,UT,VB)

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. (NAHC)

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. (NAHC)

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). (NAHC)

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. (JK, NAHC, RK, RY, UT, VB)

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. (JK)

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. (UT)

UTICA CONNECTION

The Hinds Connection is a group of students selected to represent Hinds Community College before the public. Duties of this group include public relations, recruiting efforts, serving as host/hostesses and communicating with prospective students by telephone and by correspondence for Hinds Community College. For further information contact the Office of the Dean of Students. (UT)

VEX ROBOTIC

This a club/organization that provides and exposes students to robotic technology. Students learn how to construct blue prints, write and built programs and codes, build/design robots, and grow in leadership, collaboration and other forms of soft skills. Also, students will be able to compete in various of Vex Robotics competitions and challenges in and outside the state. The club encourages community and school involvement, team building exercise, technology exposure, certification opportunities and building of an unbelievable robot. (UT)

VICKSBURG ASSOCIATION OF EDUCATORS-STUDENT PROGRAM

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. (VB)

CAMPUS RESOURCES

MATH LAB

The Math Lab is a free resource available to all Hinds Community College students. A full-time math instructor is available to help 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.

STUDENT ENGAGEMENT CENTER

The Student Engagement Center is a one-stop center for student support services located on the Raymond Campus. We are committed to servicing students by providing academic and engaging activities that will aid in a smooth transition into Hinds Community College. The Student Engagement Center's goal is to improve retention, graduation, financial literacy, and overall academic success of our students. Our remote assistance is also available to all students that may not be able to visit our campuses. You can chat with an adviser who can answer your questions about FAFSA, financial aid, payment plans, student planning, and more.

STUDENT SUCCESS CENTER

The Student Success Center is designed to support the overall mission of Hinds Community College by providing services that will enrich the educational experience of all students. The center is a hub of programs and services aimed at helping students find ways to be successful with space to study, collaborate, and learn. The Student Success Center offers tutoring in a variety of subjects, mentoring, course support, advising, and a student supply closet.

STUDENT SUPPORT SERVICES

Student Support Services (SSS) is a Federally funded program that provides a series of activities designed to increase retention and graduation rates by motivating and generating the skills necessary for success while in college for scholars from disadvantage backgrounds that have academic capabilities. The supreme aim for SSS personnel is to assist participating scholars in deriving maximum benefit from college experience and in developing full range of their potential. These services are available for ALL Hinds college students. The office is located on

the Utica Campus in the Workforce Development Building. You may also call 601-885-7045 for additional information.

SSS Services include:

- Professional Tutoring
- Cultural Activities and Enrichment
- Personal Counseling
- College and University Tours
- Information and Referral
- Senior College Transfer Assistance/Visits
- Career Development
- Academic Advisement and Counseling
- Special Workshop
- Study Skills
- Academic Tutoring
- Mentoring Program

TECH NEST

The Tech Nest is an area dedicated to the students to get assistance with technology troubleshooting on devices; explore new technology; canvas support; provides space for group or individual study/collaboration area; life-changing webinars and workshops; assist staff and faculty on Canvas and other platforms that the school supplies; and an encouraging environment that provides help over the phone

WRITING CENTER

The Writing Center is a free service to all Hinds CC students providing one-on-one (face-to-face and online tutoring sessions) assistance with the writing process (research and composing papers). Operating hours for the Writing Center are Monday-Thursday 8 a.m. to 4 p.m. and Friday 8 a.m. to noon. Walk-ins are welcomed, but appointments are suggested in order to reserve your time slot. Also, students can go to libguides.hindscc.edu/writingcenter or to create an account and make appointments.



Raymond Campus

RAYMOND DIRECTORY

FOR	WHERE	PHONE
Absences (Official)/Dean	Denton Student Services – 221	3232
Absences (Emergency)	Class or Officesee syllabus or dial “0”	
Academic Dean	Herrin-Stewart	3237
Admissions	Denton Student Services – 100	3212
Adult Education	Gibbes Hall	3868
Academic & Career Technical Advisement		
Dean of Advisement	Denton Student Services – 214	3395
Dual Enrollment	Denton Student Services – 222	3464
Secretary	Denton Student Services – 222	3316
Advisors	Denton Student Services – 223	3449
	Denton Student Services – 238	3262
	Denton Student Services – 237	3261
	Denton Student Services – 226	3468
	Denton Student Services – 224	3359
	Denton Student Services – 227	3616
	Denton Student Services – 239	3349
Assessment Center	Adult Education Center	3852
	Adult Education Center	3650
	Denton Student Services (Test Examiner) – 230	
Athletics	Mayo Field House	3325
Baseball	Mayo Field House	3326
Cheerleaders	Mayo Field House	3520
Football	Mayo Field House	3444
Golf	Eagle Ridge Golf Course	5993
Track (Men’s)	Mayo Field House	3661
Track (Women’s)	Mayo Field House	3661
Tennis	Mayo Field House	3564
Softball	Mayo Field House	3634
Men’s Soccer	Mayo Field House	3342
Women’s Soccer	Mayo Field House	3442
Band	Vashti Muse Band Hall – 107	3273
Bills, Late Bills, Late Fees, Meal Tickets, Decals	Adam Jenkins Hall	3205
Canvas	McLendon Library	3258
Bookstore	Student Union Bldg	3339
Calendar of Events (College)	Stadium Building	3617
Calendar of Events (Recreation)	Bee Hall	3614
Career/Technical/ Deans	Gibbes Hall	3773
Campus Police	Student Union Bldg	3270
Clubs and Organizations	Denton Student Services – 209	3232
Computer/Software Lab	McLendon Library	3257
Cooperative Education	Gibbes Hall-208	3534
Counseling	Adams-Jenkins-207	3219
Dance	Reeves Hall-208	3460
Dean of eLearning	McLendon Library	3624
Disability Services		
Director	Moss Hall	3386
Accommodation Specialist	Moss Hall	3646
Testing/Technology Specialist	Moss Hall	3484
Notetaking	Moss Hall	3310

DIRECTORY CONTINUED

FOR	WHERE	PHONE
Distance Learning	McLendon Library	3257
Drama/Theatre	Brooks Hall	3267
Financial Aid	Adam Jenkins Hall.	3223
Financial Student Help Lab	Denton Hall – 208	3435
Wellness Complex	Mayo Fieldhouse	3711
Golf Course	Highway 18 Raymond.	5993
Hi-Steppers	Bee Hall	3346
Honors Program	Adam Jenkins Hall – 12.	3663
Housing-Residence Life		
Director	Denton Student Services – 221	3222
I.D. Replacement.	Denton Student Services – 221	3222
Intramurals.	Bee Hall	3388
Library/Learning Resources	McLendon Library	3255
Lost and Found	Student Union Bldg. – 115.	3270
Mail	Student Union Bldg.	3400
Media Center	McLendon Library	3257
Meeting Rooms	Stadium Building	3374
Choirs	Reeves Hall – 132	3271
Publicity/Community Relations	Student Union Bldg. – 210.	3322
Rock Band and Jazz Combo	Reeves Hall – 240	3472
Single Stop	Adult Education Center –Moss Hall	3233
Student Recreation	Bee Hall	3388
Sports Information	Student Union Bldg. – 210.	3323
Student Services	Denton Student Services – 221	3232
Student Conduct/Development.	Harris-Patrick Hall–101.	3371
Switchboard/Operator.857-5261 or from on-campus phone “0”	
Title IX-Sexual Misconduct		
Deputy Title IX Coordinator.	Harris-Patrick Hall – 101.	3371
Deputy Title IX Coordinator.	Denton Hall - Student Services – 226	3468
Deputy Title IX Coordinator.	Denton Hall - Student Services – 221	3701
Traffic Ticket Appeal/Traffic Appeals Committee	Denton Student Services – 209	3232
Traffic Ticket Payment	Adam Jenkins Hall.	3205
Veterans Services.	Adam Jenkins Hall.	3226
Withdrawal from College		
All Classes	Denton Student Services – 220.	3216/3372
Work Study (on-campus).	Adam Jenkins Hall (lower level)	3451
Workforce Development Center.	Gibbes Hall	3534

CAMPUS SERVICES AND FACILITIES

BARBER SHOP

The barber program is located in Gibbes Hall. Service hours are from 9 a.m. to 2 p.m. Tuesday, Wednesday and Thursday. The phone number is 601-857-3500.

BARNES AND NOBLE BOOKSTORE

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

Extended hours are in place during the beginning of the Fall and Spring semesters to accommodate students attending evening classes. 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 4:30 p.m., Monday through Thursday and 8 a.m. to 11:30 a.m. on Fridays. The telephone number is 601-857-3205.

Chick-fil-A

The Chick-fil-A located on the second floor of the Student Union Building. Hours of operation are Monday through Saturday and closed on Sundays.

MONDAY—SATURDAY

Breakfast 7 a.m. – 10:30 a.m.

Lunch and Dinner 10:30 a.m. – 8 p.m.

SUNDAYS Closed

CAFETERIA

The College Cafeteria meal hours are as follows:

MONDAY—FRIDAY

Breakfast 7 a.m. – 8:30 a.m. (open 7 a.m. to 8 a.m. on Fridays)

Lunch 11 a.m. – 1:30 p.m. (close at 1 p.m. on Fridays)

Dinner 4:30 p.m. – 6:15 p.m. (close at 5:30 p.m. on Fridays)

WEEKEND HOURS

* Brunch 10:30 a.m. – 12:30 p.m. and Dinner 4:30 p.m. – 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.

CONES-N-CUPS

Cones-N-Cups on the Raymond campus in the courtyard. Our menu features a wide selection of delicious ice cream flavors, freshly brewed coffee, and an assortment of beverages that are sure to delight your taste buds.

Hours of operation are Monday through Thursday from 7 a.m. – 2 p.m.

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 check/out. 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.

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).

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" the life, liberty and property of everyone affiliated with Hinds Community College.

The Campus Police Department is trained and prepared through the State of Mississippi Board of Law Enforcement Officer Standards and Training (BLEOST) 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. In the event a student requests an appeal, the office of the Director of Public Safety should be consulted before any action is taken.

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

Hinds Community College

General Delivery

PO Box 1100

Raymond, MS 39154-1100

Mailroom hours are 9 a.m. until noon 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

Spring Semester \$100

Summer school \$100

Driving Range fees are \$5 per 35 balls

STUDENT UNION

The Student Union Building houses the Barnes and Noble Bookstore, Police Department, Marketing and Communications, Amazon Lockers, Web/Social Media Management, Mailroom, Eagle Escape and Chick-fil-A.

RESIDENCE LIFE

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.

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); and multi-purpose basketball gym with volleyball accessibility.

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 <https://www.hindsc.edu/locations/wellness-complexes/ramond>

TRAFFIC APPEALS COMMITTEE will hear student appeals on parking citations and other defined fines, and rules, 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.

RAYMOND CAMPUS CLUBS/ORGANIZATIONS TELEPHONE DIRECTORY

ORGANIZATION	BUILDING*	PHONE
*See map - www.Hindsc.edu		
Agriculture Club	PHY.....	601-857-3334
Allen-Dukes Whitaker.....	DWHY	601-857-3494
Alpha Beta Gamma	HSHY	601-857-3279
Band	BHLY	601-857-3273
Cheerleaders.....	MFY.....	601-857-3325
Deaf Club.....	DSBY.....	601-857-3483
Electrical Technicians.....	WGHY	601-857-3421
Flight Club.....	Airport	601-857-3300
Future Educators Club	MHY.....	601-857-3789
Hands-on Interpreters.....	GBHY	601-857-3487
Hinds Association of Legal Students	GBHY	601-857-3488
Hinds Connection		601-857-3502
Hi-Steppers.....	BHY	601-857-3346
Honors Program.....	ADMY.....	601-857-3531
Lendon Players (Drama / Theater).....	BRHY	601-857-3267
Livestock Judging Team	MKAY.....	601-857-3333
Montage Theatre of Dance	RHY.....	601-857-3460
Mu Alpha Theta	HSHY	601-857-3245
Phi Theta Kappa.....	ADMY	601-857-3531
Robotics Club	VTCY.....	601-857-3421
Rock Band and Jazz Combo.....	RHY.....	601-857-3472
Student Government Association.....	DNHY	601-857-3232
Student Veterans' Organization.....		601-857-3226



Utica Campus

UTICA CAMPUS DIRECTORY

FOR	WHERE	PHONE
Administrative Services	Administration Building601-885-7002
Admissions	Administration Building601-885-7026
Adult/ Continuing Ed.	Strong Technology Building601-885-7147
Basketball (Men)	Boyd Gym601-885-7015
Building & Grounds Info	Maintenance	601-885-7080 / 7205
Bookstore	Student Union601-885-7069
Cheerleaders	Student Union601-885-7082
Advisor* (Academic)	Administration Building601-885-7022
Advisor* (Career Technical)	Administration Building601-885-7128
Dean of Instruction	Administration Building	601-885-7003 / 7004
Dean of Students	Student Union	601-885-7005 / 7006
Federal Programs	Technology Building601-885-7055
Financial Aid	Administration Building601-885-7012
Housing (Men)	Student Union601-885-7177
Housing (Women)	Residence Hall601-885-7177
Librarian	Wm. H. Holtzclaw601-885-7034
Music Choir	Fine Arts Building601-885-7079
Mailroom601-885-7144
Public Relations	Student Union Building -RY601-857-3322
SGA	Student Union	601-885-7005
Student Services	Student Union	601-885-7005 / 7006
Student Services Support/Trio	Workforce601-885-7045
Talent Search Director	Student Union601-885-7165
Title IX-Sexual Misconduct		
Deputy Title IX Coordinator	Administration Building601-885-7005
Transportation	Bus Shop	601-885-7080 / 7054
WOIA	Fine Arts Building601-885-7136
Recruiting	Student Union601-885-7009

*Counselor for students with disability needs

CAMPUS SERVICES AND FACILITIES

STUDENT LIFE AND SERVICES

The Utica Campus, which is an HBCU, 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.

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 fulfill the first two years of a Bachelor's degree. This grant-funded program aims to strengthen academic achievement and increase retention at Hinds Community College, Utica campus. This activity strives to provide quality student services and programs that engage in college life.

TRANSPORTATION

Transportation is provided to students who live in the supporting counties of Hinds, Claiborne, Copiah and Warren of Hinds Community College. 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.

The following rules are in place for students utilizing Transportation Services on campus:

1. The school bus is defined as a classroom on wheels and students are to conduct themselves in a classroom-like manner.
2. The driver is responsible for maintaining order among the transported students and will enforce rules and regulations.
3. Students are to be ready when the bus arrives and leaves.
4. Loudness and profane language are not allowed.
5. No one is allowed to use tobacco while on the college bus.
6. Emergency doors are only to be opened in the case of an emergency.
7. Students are not allowed to ride with arms or body parts outside of the bus.
8. Only students on the regular route are to ride unless written permission is obtained by the Dean of Students.
9. The bus will leave the college's loading zone promptly at 4 p.m.
10. After students have exited the bus, they cannot re-enter until the end of the school day.

BOARDING OF BUSES

Each student must be wearing a current and valid Hinds ID in plain view each time they board the bus. If a student loses their ID while off campus, they can board the bus if they provide the bus driver with their name and ID Number. Upon arrival to campus, the driver will give the name to the Dean of Students. Before going home, the student must obtain a student ID from the appropriate office

BUS ID

Students riding the bus must have a valid ID indicating that the required bus fee has been paid.

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. The 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.

DINING CENTER HOURS

Monday-Friday

Breakfast	7:30 a.m. – 8:30 a.m.
Lunch	11 a.m. – 1:30 p.m.
Dinner	4:30 p.m. – 6:15 p.m.

Weekend Hours

Brunch.....	10 a.m. – 12 noon
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.

Pizza Hut Hours

Monday – Friday - Lunch	11 a.m. – 2 p.m.
Monday – Friday - Dinner.....	4 p.m. – 7 p.m.
Saturday and Sunday	closed

(Will be closed on school holidays)

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 the Health Clinic from 8 a.m – 5 p.m.

LIBRARIES AND ARCHIVES

The William H. Holtzclaw Library is located at the corner of Charles Bell Boulevard 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 are 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 \$.20 per page for color prints. Students are provided with \$10 per semester for printing purposes by Hinds.

Fall/Spring Semester Hours

Monday – Friday: 7:30 a.m. – 4:30 p.m.

BARNES AND NOBLE BOOKSTORE

Books, supplies, dry goods, and other non-perishable items are available to students in the Bookstore. The bookstore hours are Monday–Thursday from 7:30 a.m – 4:30 p.m. and Friday 7:30 a.m. – noon.

BARBERING AND COSMETOLOGY

The Cosmetology Student Salon is a state-of-the-art facility that offers full-service hair, nail, and skincare. These services are available to the college community at a low cost. Students that are members of SGA royal court receive complimentary services during homecoming. The Cosmetology Department is located on the upper level of H.H. Davis Building. Barbering is located in the lower level of the H.H. Davis Building

QUALIFICATIONS MR AND MISS UTICA

Mr. and Miss positions are elected by majority of the voting body for the Hinds Utica Campus. For the position of Mr. and Miss Utica Campus, the following qualifications must be met:

1. Must be a current student on the Utica campus, enrolled in 12 or more, and completion of 30 (Sophomore Status) hours at Hinds Community College.
2. Must have and maintain a 2.8 GPA.
3. In good standing with the college (scholastically, fees paid/payment plan, no student conduct issues)
4. Resume - Including a list of organizations/clubs, activities the student has participated in, [and service projects], while in College.
5. If a Mr. and Miss Utica Freshman and Mr. and Miss Utica Sophomore are elected, the following qualifications must be met:
 - a. Must be a current student on the Utica campus, enrolled in 12 or more hours.
 - b. Must have and maintain a 2.5 GPA
 - c. In good standing with the college (Scholastically, fees paid/payment plan, no student conduct issues)
 - d. Resume that includes a list of organizations, clubs, activities and service projects that detail the student's involvement.



Jackson Campus

JACKSON CAMPUS DIRECTORY

FOR	PHONE
Admissions601-987-8107
Academic Dean601-987-8144
Dean601-987-8162
Business Office	601-987-8163/8166
*Campus Information.601-366-1405
Advising	601-978-8148/8761
Dean of Students	601-987-8160
Financial Aid.601-987-8440
GED® Center601-987-8150
Library601-987-8123
M2M (Minority Male Leadership)601-987-8109

CAMPUS SERVICES AND FACILITIES

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 Raymond Campus section for information on student activities.

JACKSON CAMPUS CLUBS/ORGANIZATIONS TELEPHONE DIRECTORY

Organization	Phone
Phi Theta Kappa	601-987-8174
Student Government Association	601-987-8160
Sunset Readers Book Club	601-987-8123/8102
Title IX-Sexual Misconduct Deputy Title IX Coordinator.	601-987-8160



Nursing Allied Health Center

NURSING ALLIED HEALTH CENTER DIRECTORY

FOR	PHONE
Dean of Health Sciences, Dean, NAHC	601-376-4950
Dean of Nursing	601-376-4953
Dean of Students	601-376-4802
Administrative Assistant to the Dean	601-376-4951
Admissions Information for all Health Science Programs	601-376-4807
Short-Term Program	601-376-4807
Cashier	601-376-4805
Clinical Records Clerk	601-376-4806
Campus Information	601-376-4807
Computer Learning Center	601-376-4975
Continuing Education	601-376-4958
Counselor/Admissions Manager	601-376-4813
*Counselor Advisor/Disability Services Coordinator	601-376-4803
Financial Aid Financial Aid Staff	601-376-4808
Library	601-376-4816
Police Office	601-376-4912
Recruiter	601-376-4804
Tech Nest	601-376-4815
Title IX-Sexual Misconduct - Deputy Title IX Coordinator Anderson Hall, Student Services Suite, Office 2	601-376-4802

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 8 a.m. - 5 p.m.
Friday 8 a.m. - 11:30 a.m.

LEARNING RESOURCES CENTER

The Learning Resources Center (LRC) contain a Library and a Media Center, 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. - 4:45 p.m.
Friday 7:30 a.m. - 11:30 a.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.

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.

NAHC CLUBS/ORGANIZATIONS

Organization	Phone
Alpha Delta Nu	601-376-4862
Hinds CC Student Practical Nurses	
Organization (HCCSPNO)	601-376-4850
Lambda Beta	601-376-4827
Phi Theta Kappa (Fall and Spring election)	601-376-4802
Student Health Information - Management Association	601-376-4823
Student Nurse Organization (SNO)	601-376-4865
Student Government Association (Fall Election)	601-376-4802



Rankin Campus

RANKIN CAMPUS DIRECTORY

FOR	WHERE	PHONE
Admissions	Office Raymond	601-857-3212
Advisors	Administration	601-936-5546/5547
Assessment Center/Testing Lab		
	Administration	601-936-1821
Business Office	Administration	601-936-5551
Books	Student Services	601-936-5596
Campus Police		601-936-1800
Cooperative Education		601-857-3534
Dean, Academic	George Wynne	601-936-5553
Dean, Student Services	Administration	601-936-5552
Dean for Career-Technical	Career-Technical Bldg.	601-936-1851
Disability Support Services*	Administration	601-936-3310
Financial Aid	Administration	601-936-3223
Honors	Student Services	601-936-1992
Library/Librarians	Academic/Library	601-936-5538
MI-Best	Career-Technical Bldg.	601-936-1834
Muse Center	Muse Center	601-936-1855
Phi Theta Kappa	Student Services	601-936-1992
Rankin Campus Career and Technical Building ...	Career-Technical Bldg.	601-936-1851
Student Success Center		601-936-5567
Writing Lab		601-936-1857
Title IX-Sexual Misconduct - Deputy Title IX Coordinator**		
	Administration Bldg, Office 114	601-936-5552

*Advisor for students with disability needs

** Title IX Coordinator-Sexual Misconduct

CAMPUS SERVICES AND FACILITIES

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 feet 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.

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. Available are academic and career-technical materials, 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 a.m. - 5 p.m.
Friday. 7:30 a.m. - 11 a.m.

The telephone number is 601-936-5538 and the fax number is 601-936-5542.

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.

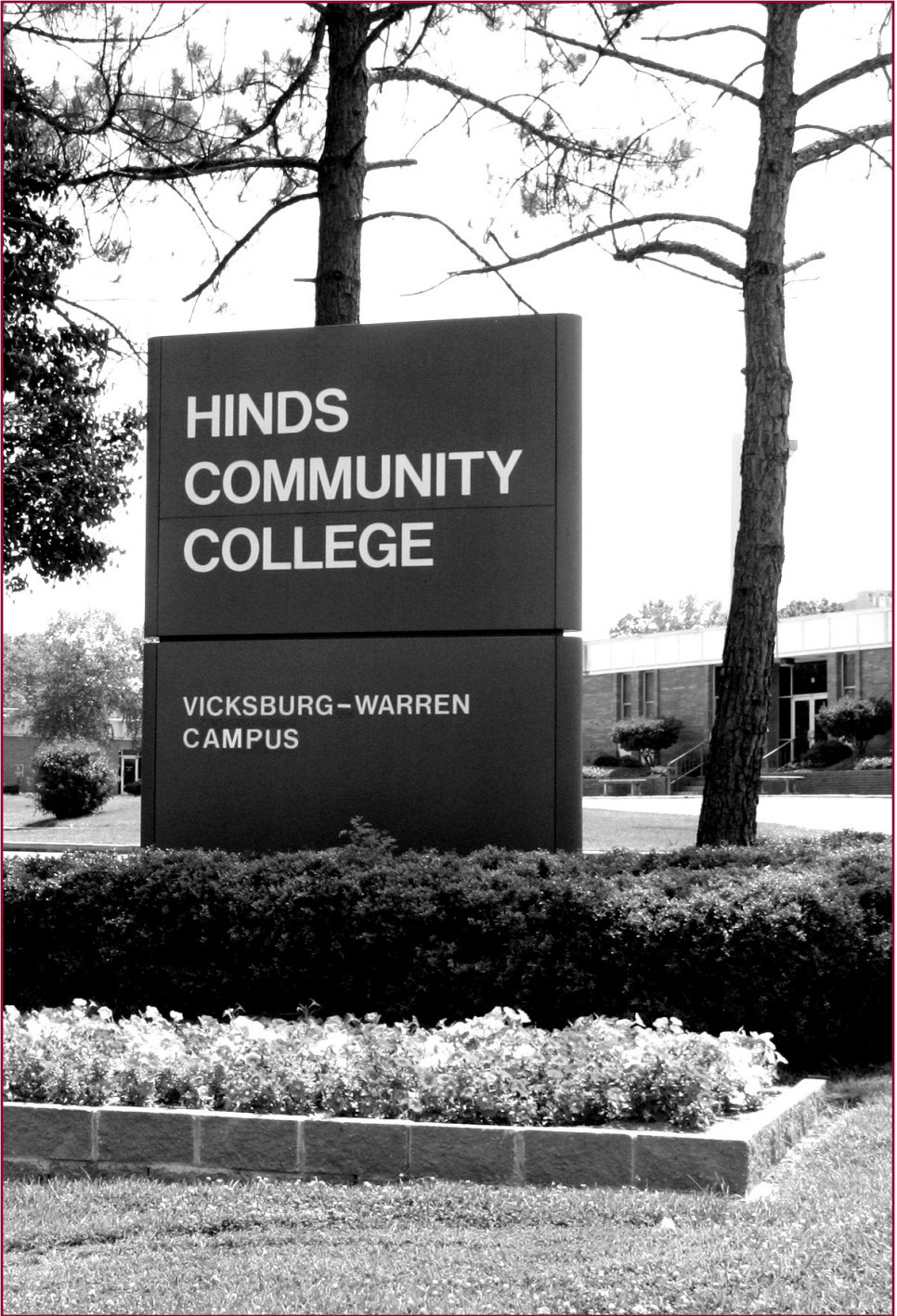
BARNES AND NOBLE BOOKSTORE

The bookstore is located in the Student Services Building. Regular hours of operation are 7:30 a.m. to 4:30 p.m. Monday through Thursday and 7:30 a.m. to noon on Friday. Extended hours are in place during the beginning of the Fall and Spring semesters to accommodate students attending evening classes. Summer hours are the same. The Rankin Campus Bookstore serves as a pick-up location for Online textbook orders. Students may also purchase school and office supplies, laptops, backpacks, gifts, clothing, snacks, and beverages.

RANKIN CAMPUS CLUBS/ORGANIZATIONS

<u>Organization</u>	<u>Phone</u>
Student Government Association	601-936-1805/5503
Collegiate DECA	601-936-5502
Phi Theta Kappa	601-936-1992
Student Veterans’ Organization.	601-936-5501
Cyber Security	601 936 5579





Vicksburg-Warren Campus

VICKSBURG-WARREN CAMPUS DIRECTORY

FOR	WHERE	PHONE
Academic Dean	Banks Building	601-629-6840
CTE Director	Banks Building	601-629-6821
Administrative Assistant	George-Oakes Building	601-629-6804
Academic Advisor	Banks Building	601-629-6830
Academic Advisor	Banks Building	601-629-6865
Admissions	Banks Building	601-629-6803
Main Office	Banks Building	601-629-6881
Dean of Students*	Banks Building	601-629-6807
Administrative Assistant	Banks Building	601-629-6854
Financial Aid	Banks Building	601-629-6836
Business Office	Banks Building	601-629-6806
Library	Multi-purpose Building	601-629-6846
Student Government Association	Annex Building	601-629-6876
Testing Coordinator	Banks Building, Rm 33	601-629-6892
Workbase Learning/Workforce Development	Banks Building	601-629-6887
Title IX-Sexual Misconduct/	Banks Building, Office 4	601-629-6807
Deputy Title IX Coordinator	Banks Building, Office 3	601-629-6840

*Disability Support Services Coordinator

CAMPUS SERVICES AND FACILITIES

LEARNING RESOURCES CENTER

The Learning Resources Center (LRC) containing a Library, a Learning Lab, and a Media Center 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 computers, 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. - 5 p.m.
 Friday. 8 a.m. - 11:30 a.m.

A currently validated Hinds CC identification card is required for use of materials. The telephone number is 601-629-6846.

PARKING

Hinds Community College parking decals are required at the Vicksburg-Warren Campus. Decals may be purchased in the Business Office.

SECURITY

Security guards are available for persons who need assistance. Contact the main office at 601-629-6881.

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).

VICKSBURG CAMPUS CLUBS/ORGANIZATIONS

Organization	Phone
Health Occupations Student Association (HOSA)	601-629-6813
Phi Beta Lambda	601-629-6816
Student Government Association	601-629-6876
Phi Theta Kappa	601-629-6854

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.