**FIRST TIME DUAL CREDIT STUDENTS DIRECTIONS**

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**YOU NEED TO DO THIS BY** **MAY 1st!**

**\*\*\*If you are a 10th grade CTC student; you are not new to DC. Complete ONLY the FERPA and Letter of Recommendation Form\*\*\***

**STEP ONE** - ALL DUAL CREDIT STUDENTS FOR 2020-2021

ALL dual credit students for the 2020-2021 school year (new and returning) and their parents *MUST read the Hinds CC Handbook for Students and Parents.*

https://www.hindscc.edu/offices/student\_services/index#gsc.tab=0

(Scroll to the bottom of the page and click on the Student Handbook link under the Student Resources topic)

**STEP TWO - Complete the Application Packet.  Packets can be found in the Counseling Canvas, your school email, and at the school in the black file cabinet outside (DO NOT RETURN THEM TO THE SCHOOL). They are the same forms that were given out during registration.** *Online Dual Credit Applications are different from Face-to-Face. If you plan on taking both; you will need to complete both packets. The majority of the packet can be filled out electronically. Open the attachments using Dochub to fill them out electronically. The FERPA form is the only one that has to have a handwritten signature. You will need to print off the FERPA and sign it. The high school has to be listed in the 1st box and your parents/guardians in the others (See example below). If you have a scan app on your phone you can scan a copy of your FERPA form and send it back (Check the google play or your apple store for apps). If you have a hard copy from registration or the file cabinet at school; simply scan from your phone app and return. NO PHOTO’s will be excepted; documents must be scanned. I will sign the counselor portions after you return the forms. If you don’t know your Hinds ID# leave it blank. If you don’t know your social; I can add it for you.*

**Ways to Return**

* Email: [jam208@rcsd.ms](mailto:jam208@rcsd.ms)
* Google Drive

https://drive.google.com/drive/folders/1fVQe4TmuDrP-9EtJBXodHr\_Ktu6ImOIK?usp=sharing

* Canvas Dual Credit Assignment Box
* Mail: NWRHS Dual Credit: Jamilah Pou, 5805 HWY 25, Flowood MS 39232

**STEP THREE– “ONLY” IF YOU ALREADY HAVE THE ACT SCORES NEEDED TO QUALIFY OR IF YOU ARE REGISTERING FOR THE ACCUPLACER TEST (See Score Requirement Sheet if you are not sure). We are aware that the sophomores were not able to test, and we are working with Hinds on a solution. See your email about the Accuplacer for more information about how to sign up to test.** If you have any questions about remote ACCUPLACER testing for placement purposes please email Marnee Tompkins at [marnee.tompkins@hindscc.edu](mailto:marnee.tompkins@hindscc.edu) or Taylor Dowe at [taylor.dowe@hindscc.edu](mailto:taylor.dowe@hindscc.edu). Test prep is available on the Hinds Community College website.

If you have already taken the ACT and you have qualifying scores or are registering to take the Hinds Accuplacer placement test; please complete the online application for Hinds CC. Go to **www.hindscc.edu** and click on Admissions - Apply - Get Started.

Click on create applicant profile and complete the process. YOU WILL NEED TO REMEMBER THE EMAIL AND PASSWORD YOU USE TO CREATE THE ACCOUNT (make a note of it and keep it in a safe place). Do NOT use your school email address to create this account. You are going to need your social security number to apply so make sure you have it before you begin.

Once you are in your account, click on Create a New Application, Click Start New Application, For Entry Term, Click Fall 2020. Next, click on Apply for this term now. Continue filling out the application with your information. When you get to the part about adding a high school, Click Add High School then type in Northwest Rankin High School or Flowood as the city and it should pop-up for you to select. Click on it to select it. Scroll to the bottom and click on Save and Continue. Finish filling out the application and the click on Preview to make sure everything is correct and finally click on **submit**.

\*\*\*\*IMPORTANT: when asked for Admit Type, ALWAYS select DUAL ENROLLMENT. When asked for Campus or Location, ALWAYS select RANKIN CAMPUS. For entry term:  Fall 2020. Please make sure you listed your high school graduation date.

Once you have finished your online application and submitted your paper application, Dr. Pou will submit your transcript. Once Hinds has processed everything, you will be able to log into your applicant profile and see your Welcome Letter. Your welcome letter will contain your Hinds ID number along with information on how to log into your MyHinds account. In August, you will log into your MyHinds account and pay for your dual credit classes. It is a great idea to start a folder for your college information. In this folder, you can go ahead and put your Hinds applicant profile login information (the email you used to create the account and the password). You should also print the Welcome Letter once you can view it and place it in your folder for easy access. Staying organized will help you tremendously with college classes!

\*\*\*\*\* Dochub HELP\*\*\*\*\*\*

Once you open the attachment click on Dochub. If it is not an option; click on connect more apps and type in Dochub. The circle pulls up your toolbox and the arrows show you how to submit.

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