



**Mississippi  
College**

**A CHRISTIAN UNIVERSITY**

## 7-week Online Programs

Student Handbook

# Contents

Welcome to 7-week Online Programs at MC!	2
Your MyMC Account	2
Creating Your MyMC Account	2
Changing Your MyMC Password	4
Resetting your MyMC Password	5
Using Your MC Email	7
How to Find Your Schedule	8
Your Degree Plan and Graduation Requirements	9
Accessing your Degree Evaluation	9
How to Read your Degree Evaluation	9
Academic Semesters and the 7-week format	10
Part-Time vs. Full-Time Students	11
Changing to a Part-Time Student	11
Undergraduate Full-Time Schedule Example	11
Undergraduate Part-Time Schedule Example	11
Graduate Full-Time Schedule Example	12
Graduate Part-Time Schedule Example	12
Adjusting Your Schedule	13
Dropping a Class	13
Complete Withdrawal Process	15
Tuition and Billing	17
Viewing Your Bill	17
Payment Deadline	17
How to Make a Payment	17
Financial Aid	17
Accept Financial Aid Online	18
Your Advisor	21
How to Access Your Classes	21
Textbook Information	22
Locating your textbooks	22
Purchasing Textbooks through the Bookstore	22
Future Semester Registration	23
Adding a Class	24

## Welcome to 7-week Online Programs at MC!

Welcome to Mississippi College! We are so excited that you have chosen our 7-week online programs. As the oldest institution of higher learning in Mississippi, MC has a long history of commitment to academic excellence and the cause of Christ. We look forward to helping you reach your educational goals and further your career.

This handbook has information you will need to get started as a student at Mississippi College. You can always find more information on our website: [www.mc.edu](http://www.mc.edu). We will also send out information periodically to your MC email so be sure to check it often!

## Your MyMC Account

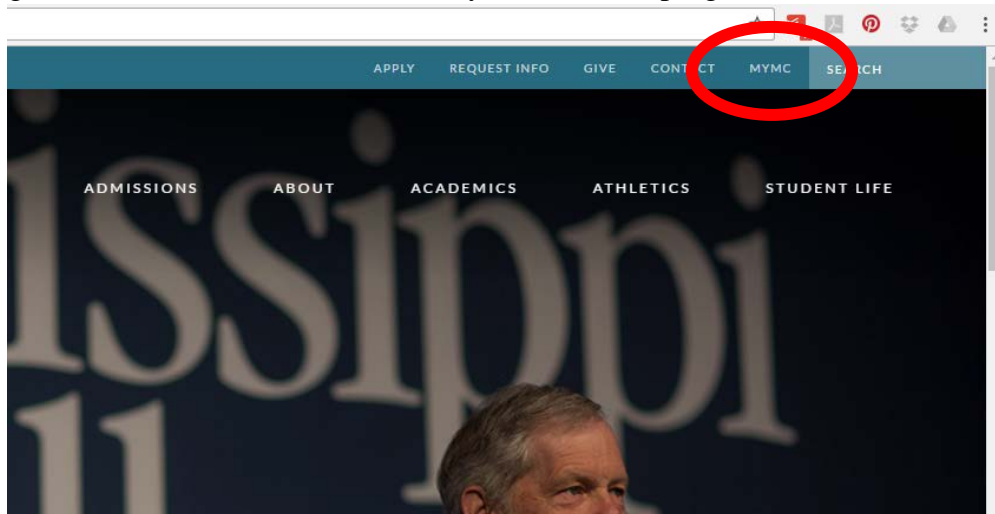
Your MyMC account is your primary access while you are at MC. From your MyMC account you will access your MC email, access Canvas for your online courses, review and adjust your schedule, make payments, and register for future semesters.

### Creating Your MyMC Account

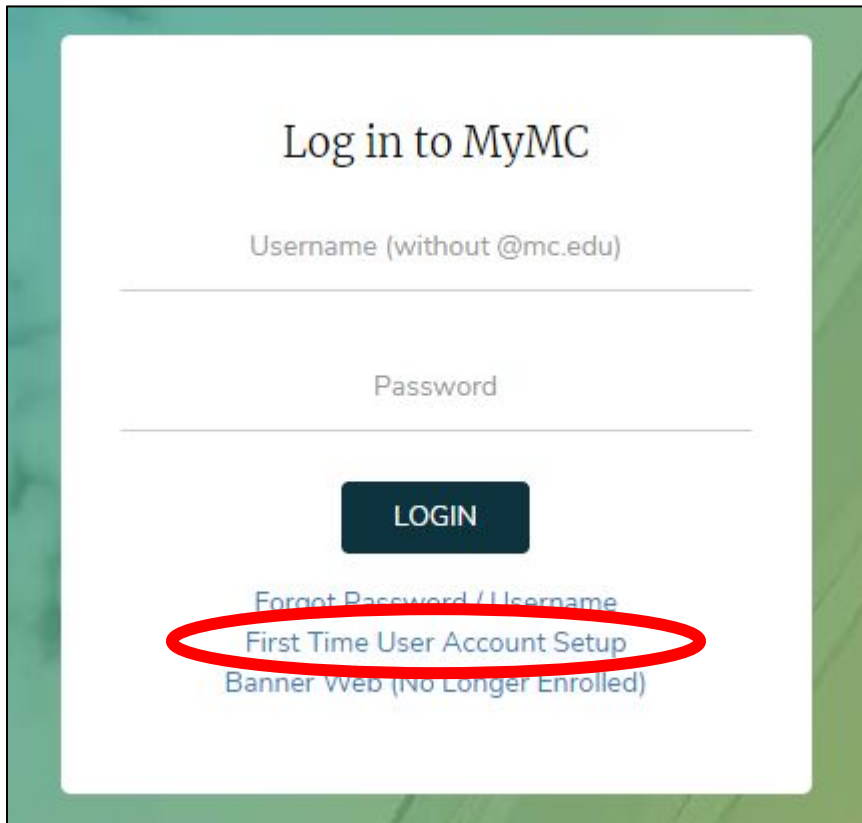
Setting up your account is easy:

1. Go to [my.mc.edu](http://my.mc.edu).

You can also go to [www.mc.edu](http://www.mc.edu) and click on “MyMC” in the top right corner



2. If you have never logged into the MyMC, you will first need to retrieve your password. Beneath the LOGIN button, click on “First Time User Account Setup”.



Log in to MyMC

Username (without @mc.edu)

Password

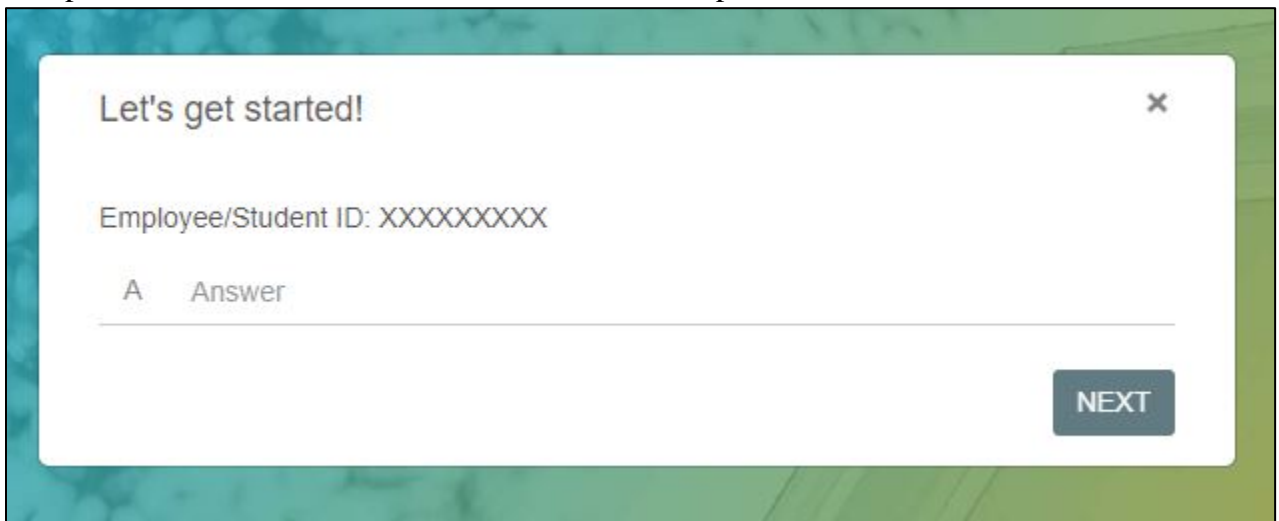
LOGIN

[Forgot Password / Username](#)

[First Time User Account Setup](#)

[Banner Web \(No Longer Enrolled\)](#)

3. You will need to fill in your MC ID number or “700#” that you received from admissions, your birth year and last 4 digits of your Social Security Number. Everything must be entered exactly as you entered it on your application. Hit “Submit” and it will display your username, MC email address and default password. You will need to save these in a secure place.



Let's get started!

Employee/Student ID: XXXXXXXXX

A Answer

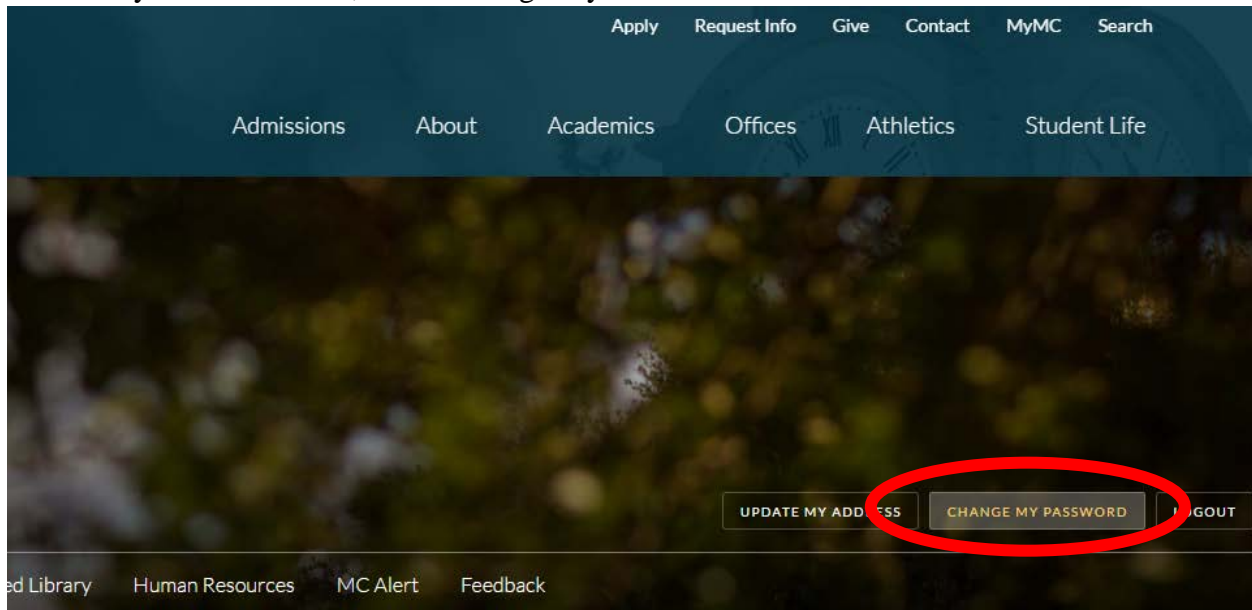
NEXT

4. Now go back to my.mc.edu and use your username and password to log in. Your password IS case sensitive. You are now at your MyMC Launch Pad.

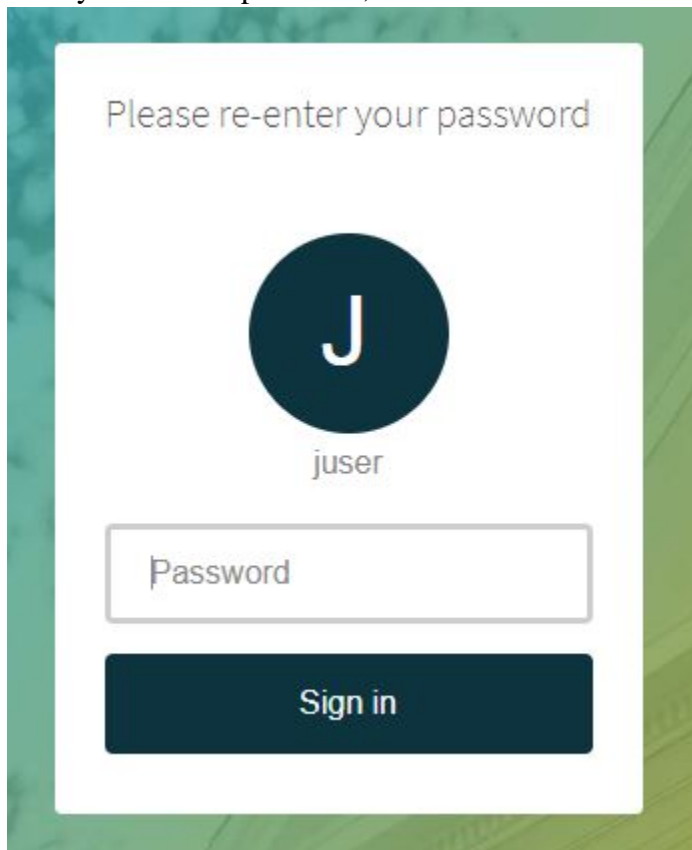
## Changing Your MyMC Password

You may wish to change your MyMC password to something more personal or easy to remember.

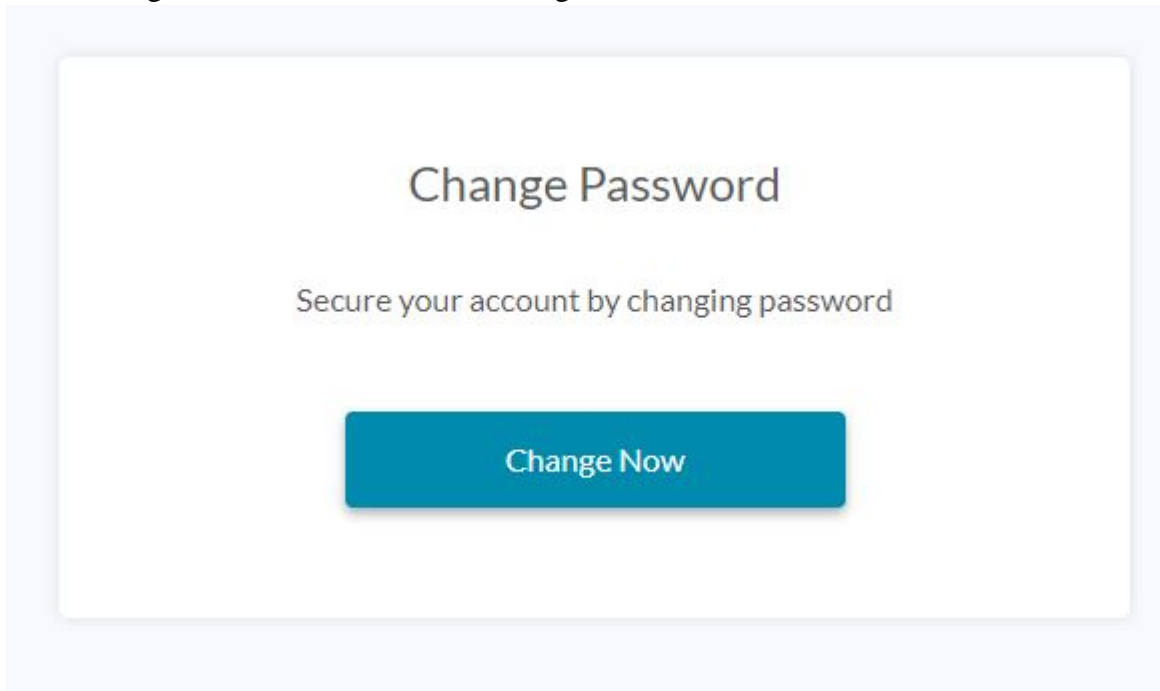
1. Log onto your MyMC Account.
2. While on your Launch Pad, click “Change My Password” located in the header.



3. Enter your current password, and click “Submit”.



4. In the Change Password block, click “Change Now”.



5. Fill in the required fields and hit “Update”.

A screenshot of a web form titled "Change Password". The form contains three input fields: "Current Password" with the placeholder text "Enter current password", "New Password" with the placeholder text "Enter new password" and a small circular help icon to its right, and "Re-enter New Password" with the placeholder text "Re-enter new password". At the bottom left of the form is a blue button with the text "UPDATE" in white.

## Resetting your MyMC Password

If you have ever forgotten your MyMC Password, you can reset it to a default password at any time.

1. Go to my.mc.edu.
2. Beneath the LOGIN button, click on “Forgot Password / Username”.

Log in to MyMC

Username (without @mc.edu)

Password

LOGIN

Forgot Password / Username  
First Time User Account Setup  
Banner Web (No Longer Enrolled)

3. You will need to provide your username, the answer to your security question and complete the email or SMS recovery process to set a new password.

Reset your password ×

Please provide additional information to aid in the recovery process.

Enter Username

SUBMIT

Forgot Username?

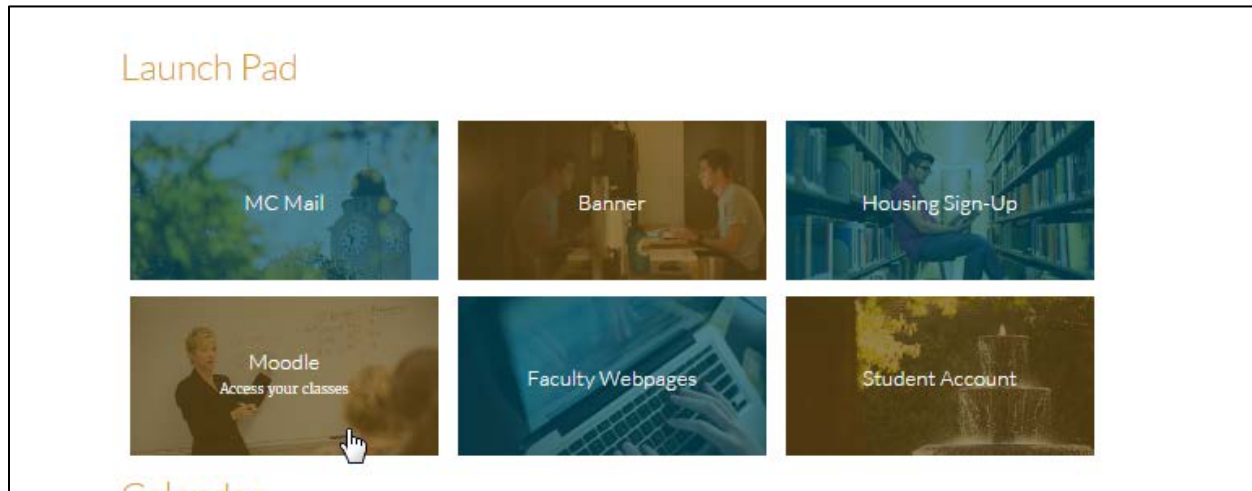
4. Now go back to my.mc.edu and use your username and password to log in. Your password IS case sensitive.

# Using Your MC Email

An MC email address is provided for all of our students.

NOTE: If you want to communicate via email to conduct business on campus, it **MUST** be conducted through your MC Email.

1. Log onto your MyMC Account.
2. Once on your MyMC Launch pad, your MC email will be the first box. Click “MC Mail”.

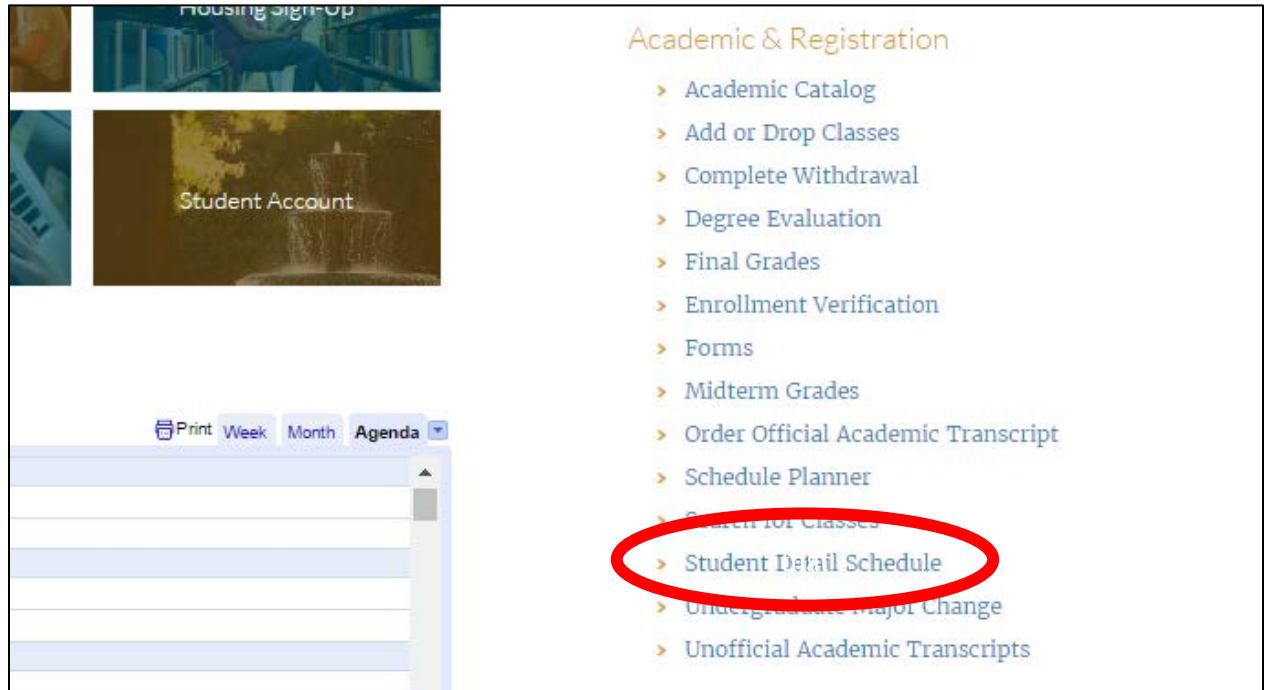


3. Since MC uses “Single Sign On” for all our students, you will never need to change your email password as you will always log in through MyMC.
4. You are encouraged to check your email daily as all official communications and advisor emails will come to your MC email account.



# How to Find Your Schedule

1. Log onto your MyMC Account.
2. From your Launch Pad, look to the right-hand side under “Academic & Registration” for “Student Detail Schedule”. Be sure to check your MC email and Student Detail Schedule often for any changes before the semester begins.

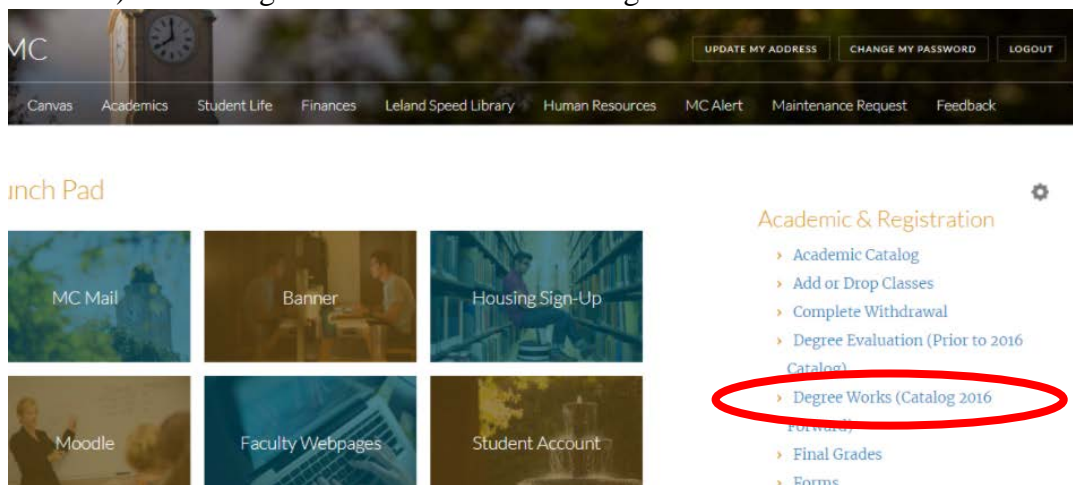


# Your Degree Plan and Graduation Requirements

You can view your official degree evaluation which includes your degree plan and graduation requirements through your MyMC account.

## Accessing your Degree Evaluation

You will log into DegreeWorks through MyMC. Log into your MyMC account and look under the heading “Academic & Registration” for the link titled “Degree Works (Catalog 2016 Forward)”. Clicking on this link will launch DegreeWorks.



## How to Read your Degree Evaluation

Information on accessing and reading your degree evaluation can be found here: <https://www.mc.edu/offices/registrar/banner-information>. If you have any questions, you can speak with your advisor

## Academic Semesters and the 7-week format

We are excited to offer your program in an accelerated online format to provide you with the structure and flexibility you need! Mississippi College operates within 3 *academic semesters*: Fall, Spring and Summer. You will be completing two 7-week sessions within our traditional semesters. We will typically refer to *7 week sessions* as Fall 7-week 1, Fall 7-week 2, Spring 7-week 1, Spring 7-week 2, Summer 7-week 1, Summer 7-week 2.

Because of the accelerated format of the 7-week sessions, your program will have different dates and deadlines from our traditional programs, therefore, you will not follow our standard Academic Calendar. Be sure you check often for the dates and deadlines for “7-week Academic Calendar” located here:

<https://www.mc.edu/offices/registrar/calendar>.

# Part-Time vs. Full-Time Students

When you begin as a 7-week online student, you are enrolled as a full time student. Mississippi College classifies a 7-week online student as Full-Time or Part-Time according to the following:

## All Undergraduate Students:

- Full Time: Enrolled in 12 semester hours or more in an academic semester
- Part Time: Enrolled in 6-11\* semester hours in an academic semester  
*\*Undergraduate students must be enrolled in at least 6 semester hours in their first 7-week session every semester to be eligible for financial aid.*

## Graduate Students in 7 week online programs:

- Full Time: Enrolled in 6 semester hours or more in an academic semester
- Part time: Enrolled in at least 3\* semester hours in an academic semester  
*\*Graduate students must be enrolled in at least 3 semester hours in an academic semester to be eligible for financial aid.*

## Changing to a Part-Time Student

If you would like to be a Part-Time student, you will need to drop some (but not all) of your classes. Any changes to your schedule must be made before the first day of class (see “Important Dates and Deadlines” below). See information below on “Adjusting Your Schedule” for information on dropping classes.

Below are some examples to provide you with some guidance on how to maintain full-time or part-time status. Be sure you are working closely with your advisor to set realistic educational and graduation goals that will work best for you.

## Undergraduate Full-Time Schedule Example

<i>12 semester hours taken in the Fall Semester:</i>	<b>Fall 7-week 1:</b> 6-Semester Hours <b>Fall 7-week 2:</b> 6-Semester Hours
<i>12 semester hours taken in the Spring Semester:</i>	<b>Spring 7-week 1:</b> 6-Semester Hours <b>Spring 7-week 2:</b> 6-Semester Hours
<i>12 semester hours taken in the Summer Semester:</i>	<b>Summer 7-week 1:</b> 6-Semester Hours <b>Summer 7-week 2:</b> 6-Semester Hours

## Undergraduate Part-Time Schedule Example

<i>6 semester hours taken in the Fall Semester:</i>	<b>Fall 7-week 1:</b> 3-Semester Hours <b>Fall 7-week 2:</b> 3-Semester Hours
<i>6 semester hours taken in the Spring Semester:</i>	<b>Spring 7-week 1:</b> 3-Semester Hours <b>Spring 7-week 2:</b> 3-Semester Hours
<i>6 semester hours taken in the Summer Semester:</i>	<b>Summer 7-week 1:</b> 3-Semester Hours <b>Summer 7-week 2:</b> 3-Semester Hours

## Graduate Full-Time Schedule Example

*12 semester hours taken in the Fall Semester:*

**Fall 7-week 1:** two 3-Semester Hour Classes

**Fall 7-week 2:** two 3-Semester Hour Classes

*12 semester hours taken in the Spring Semester:*

**Spring 7-week 1:** two 3-Semester Hour Classes

**Spring 7-week 2:** two 3-Semester Hour Classes

*12 semester hours taken in the Summer Semester:*

**Summer 7-week 1:** two 3-Semester Hour Classes

**Summer 7-week 2:** two 3-Semester Hour Classes

## Graduate Part-Time Schedule Example

*6 semester hours taken in the Fall Semester:*

**Fall 7-week 1:** one 3-Semester Hour Classes

**Fall 7-week 2:** one 3-Semester Hour Classes

*6 semester hours taken in the Spring Semester:*

**Spring 7-week 1:** one 3-Semester Hour Classes

**Spring 7-week 2:** one 3-Semester Hour Classes

*6 semester hours taken in the Summer Semester:*

**Summer 7-week 1:** one 3-Semester Hour Classes

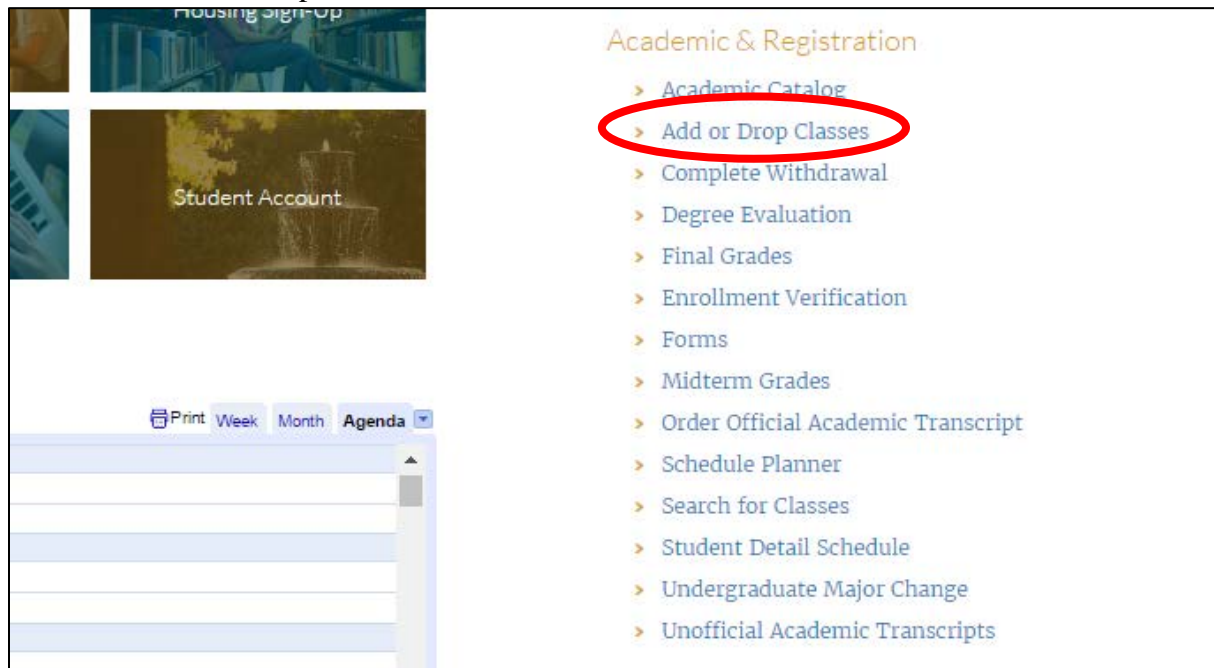
**Summer 7-week 2:** one 3-Semester Hour Classes

# Adjusting Your Schedule

If you would like to adjust your schedule to part-time, you will need to drop some classes. We recommend you keep at least one 3-hour class per 7-week session to maintain part-time status. *Be sure you have checked the 7-week Academic Calendar for deadlines in dropping your classes and how this may affect your student account and financial aid (See Important Dates and Deadlines Below). You must drop classes by the second day of class in order to receive a 100% tuition refund. Please read the Financial Information Section of the Undergraduate catalog for more information: <http://catalog.mc.edu/>*

## Dropping a Class

1. Log onto your MyMC Account
2. Once on your Launch Pad, look to the right-hand side under “Academic & Registration” and click on the link titled “Add or Drop Classes”.



- Once in Banner Web, select the semester in which you will be dropping classes. *Remember*, you will be completing two 7-week session in each academic semester. If you are registered for classes in Fall 7-week 1 and Fall 7-week 2, you will select the Fall 2017 semester to change your schedule for either session.

- You will now be at your current schedule screen. Click on the down arrow next to the course you would like to drop and select “Web Drop”. Click “Submit Changes”.

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.  
By clicking submit, I hereby agree and promise to pay to Mississippi College and/or its assigns all fees for tuition, room, board, and any other expenses which may become due. I further agree and promise to pay all attorney's fee and other costs of collection.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Web Registered** on Apr 06, 2010	None	10405	NUR	341	A	Undergraduate	1.000	Normal	Professionalism
**Web Registered** on Apr 06, 2010	None Web Drop	10408	NUR	343	A	Undergraduate	3.000	Normal	Pharmacology
**Web Registered** on Apr 06, 2010	None	10407	NUR	344	A	Undergraduate	4.000	Normal	Clinical Practice I
**Web Registered** on Apr 06, 2010	None	10408	NUR	345	A	Undergraduate	5.000	Normal	Nursing I
**Web Registered** on Apr 06, 2010	None	10409	NUR	353	A	Undergraduate	3.000	Normal	Health Assessment

- If you are an undergraduate or graduate student, you will want to make sure you have at least one 3-semester hour class in every 7 week session to maintain part-time status. Be sure to go back and print a new “Student Detail Schedule” once you have completed your adjustments. If you have any concerns about your schedule, be certain to contact your advisor.
- NOTE: if you would like to withdraw from the semester or the school, you will not be able to drop all your classes from the current schedule. You will need to begin the “Complete Withdrawal” Process (See Complete Withdrawals below).

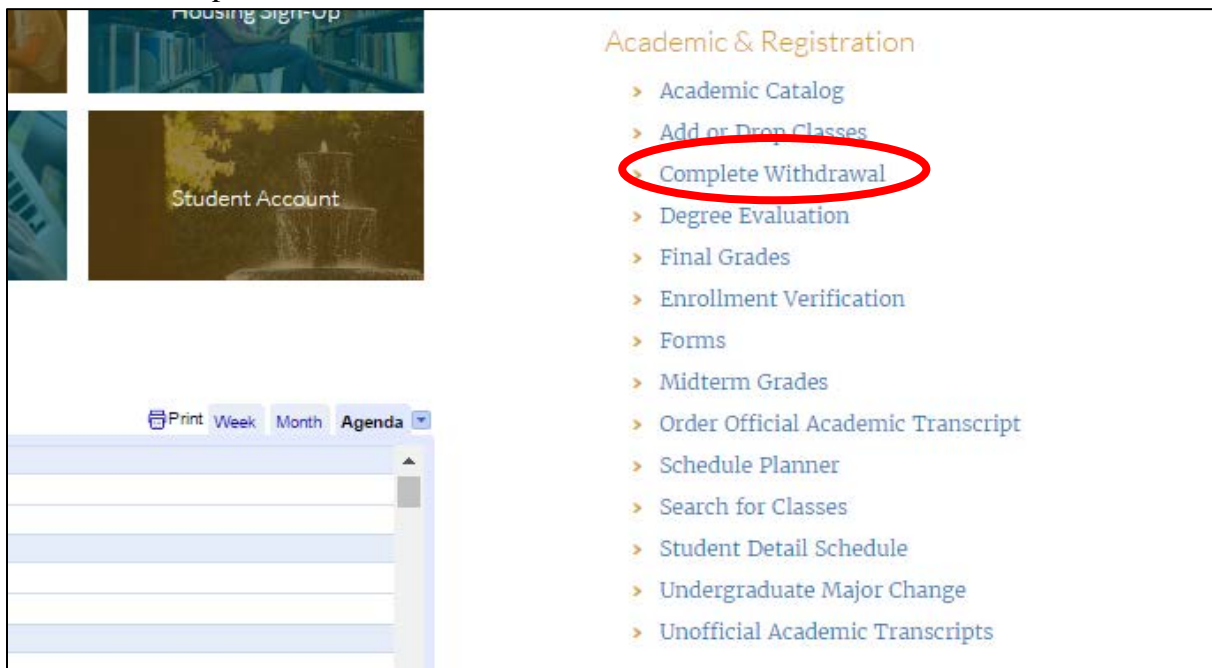
## Complete Withdrawal Process

If you find that you will not be able to complete a semester, you will need to withdraw from that semester. Follow the directions below to begin this process and be sure to follow up in your MC email for confirmation that it was complete. The withdrawal process can take 3-5 business day.

If you have registered for *future* terms be certain to withdraw from each term you will not be completing with us. Failure to withdraw before the semester begins can result in you being financially responsible for the course.

**NOTE:** If you have completed the first session of any semester, you cannot complete the withdrawal process if you are not completing the second session of that semester. You will need to follow the directions in “Dropping a Class” to drop the courses you will not complete. For instance, you are enrolled in Fall 7-week 1 and Fall 7-week 2. During your finals for Fall 7-week 1 you have a family emergency and cannot complete Fall 7-week 2. You will need to drop your Fall 7-week 2 courses before the session begins.

1. Log onto you MyMC Account
2. Once on your Launch Pad, look to the right-hand side under “Academic & Registration” and click on the link titled “Complete Withdrawal”





3. Select the semester you will be withdrawing from, let us know the reason you are withdrawing, and enter a current phone number.

Once submitted you will receive a confirmation email of successful submission. The withdrawal can take 3-5 business days to process, and you will receive another email once it has been completed.

**Important notes:**

- I understand that withdrawing may NOT reverse my current financial obligation to Mississippi College and, in fact, may increase this obligation. Thus, I agree to pay or make arrangements to pay what I owe Mississippi College within 10 days of receipt of the final bill. If I do not honor this agreement I understand collection costs will be added to my bill. I also understand that withdrawing from classes may have implications for my future eligibility for financial aid.
- You are eligible to withdraw from a term if you have not dropped or received grades in all classes for that term.
- Only terms for which you are eligible to withdraw are displayed below.

\*Eligible Withdrawal Terms:

\*Withdrawal Reason

\*Telephone Number (*where you can be reached*):  
Example: ### ### ####

\*Check this box to accept financial responsibility for this action and verify that the submitted information is correct:

\* denotes required fields.

# Tuition and Billing

## Viewing Your Bill

Once you are registered for classes, your bill will be available through your MyMC account.

1. Log onto you MyMC Account
2. Once on your Launch Pad, look to the right-hand side under “Financial Aid and Business Office” and click on the link titled “Student Account – Charges Payments”.
3. Click “Continue” to be redirected to our Bill Payment Center.
4. Call the MC Business Office at 601-925-3307 for further questions or assistance.

## Payment Deadline

As a 7-week online student, you must have a payment in full or have your financial aid awarded by the published deadline. See “Important Dates and Deadlines” below for exact deadlines. If a payment is not received, you will be removed from your classes and notified by MC email. You will be eligible to register again for the next 7-week start date.

## How to Make a Payment

1. Log onto you MyMC Account
2. Once on your Launch Pad, look to the right-hand side under “Financial Aid and Business Office” and click on the link titled “Student Account – Charges Payments”.
3. Click “Continue” to be redirected to our Bill Payment Center.
4. Call the MC Business Office at 601-925-3307 for further questions or assistance.

## Financial Aid

If you would like to use financial aid to help you meet your educational goals, please visit our financial aid website for more information: <http://www.mc.edu/offices/financial-aid/>. Please check for the FASFA deadline under Important Dates and Deadlines below. You will need to check your MC email often to make sure you have submitted all necessary documentation to process your FASFA.

To complete your FAFSA, go to [www.fafsa.gov](http://www.fafsa.gov). Once the Financial Aid Office has received your FAFSA, and you have been admitted to the institution, you will be awarded.

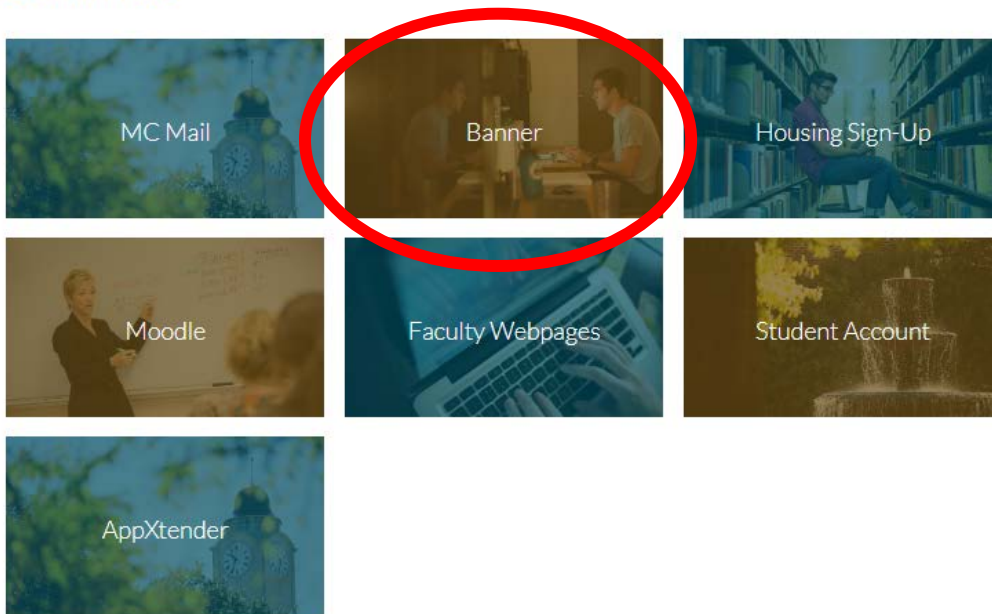
At this time, the Financial Aid Office will send you and award letter which will contain the needed paperwork in order to accept your loans. You may also go to your Banner Web account to accept the loans.

Once you have accepted your loans, you will need to complete a Master Promissory Note and entrance counseling at [www.studentloans.gov](http://www.studentloans.gov).

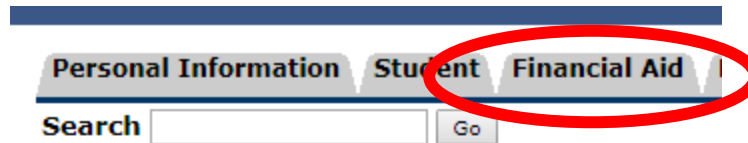
## Accept Financial Aid Online

1. Go to my.mc.edu.
2. Click the “Banner” Icon on the MC Launch Pad.

### Launch Pad



3. Click on the “Financial Aid” Tab at the top of the page.



### Main Menu

- Personal Information**  
Update addresses, contact information or marital status; review i
- Student**  
Apply for Admission, Register, View your academic records.
- Financial Aid**  
Apply for Financial Aid; View financial aid status and eligibility, at
- Faculty and Advisors**  
Enter Grades and Registration Overrides, View Class Lists and St
- Employee**  
Time sheets, time off, benefits, leave or job data, paystubs, W2 i
- Finance**  
Create or review financial documents, budget information, appro
- Tuition Payments and Statements**  
View bills; make payments; enroll in a monthly payment plan.

4. Click “Award”

## Financial Aid

### Financial Aid Status

View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.

### Eligibility

Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history.

### Award

View award summary; Review awards; Accept award offers; Display award payment schedule; View loan applications; Review withdrawal information.

[E-Mail Mississippi College Financial Aid Office](#)

### General Financial Aid

Financial Aid Application and Information Links

### Federal Shopping Sheet

Information about the Cost of Attendance and Aid that you have been awarded is provided in a standardized format which facilitates easy comparison.

5. Click “Award for Aid Year”

## Award

[Award for Aid Year](#)

[Award Payment Schedule](#)

[Award History](#)

6. Select the Aid Year you are enrolling for using the drop down menu.

## Aid Year

Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid).

Select Aid Year

7. Click the “Terms and Conditions Tab.” Read and Accept the Terms and Conditions.

[General Information](#) [Award Overview](#) [Resources/Additional Information](#) [Terms and Conditions](#) [Accept Award Offer](#)

8. Click the “Accept Award Offer” Tab.

[General Information](#) [Award Overview](#) [Resources/Additional Information](#) [Terms and Conditions](#) [Accept Award Offer](#)

9. This will show a breakdown of your award. (Please note your award may look differently than the example shown below. Your award is based on your degree level and federal limits) You can accept the full amount or specify an amount. (\*If specifying-use full amount needed for the entire year. It will be split for Fall and Spring). Be sure to click “Submit Decision” to finalize the acceptance or decline of your financial aid.

Options for Accept Award Offers include:

1. Accept the full award amount by selecting Accept Full Amount of All Awards.
2. Choose Decline or Accept for each fund.
3. Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.

**Award Decision**

Fund	Status Term	Amount	Accept Award	Accept Partial Amount
Direct Loan Unsubsidized	Offered Fall 2016	\$10,250.00		
	Offered Spring 2017	\$10,250.00		
		Fund Total: \$20,500.00	Select Decision ▼	<input type="text"/>

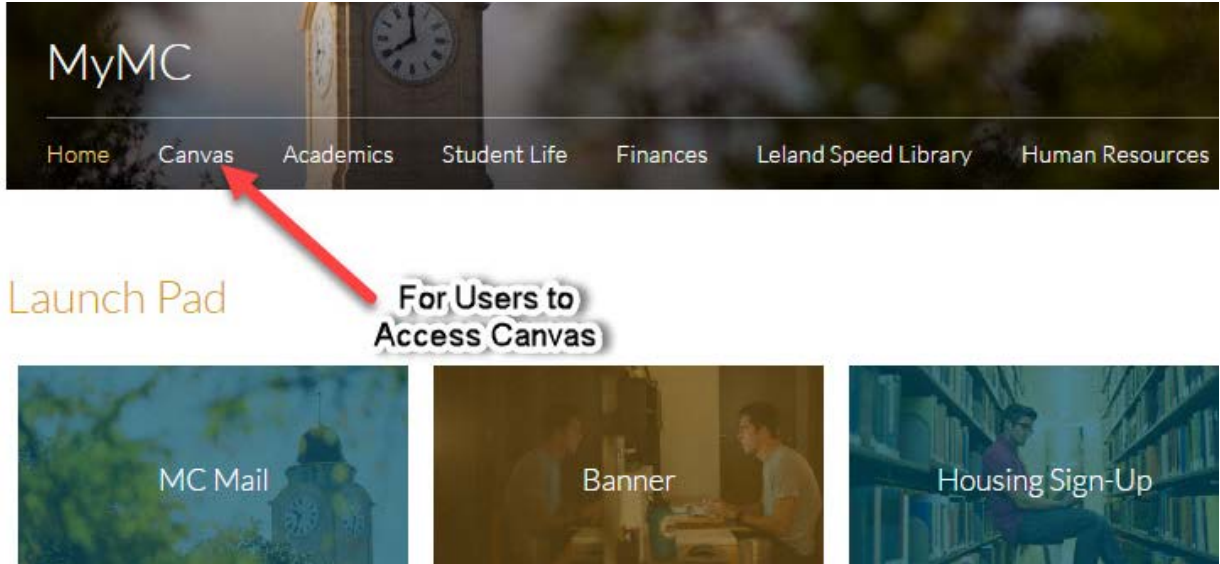
# Your Advisor

Your Academic Advisor will be assigned to you when you are admitted to Mississippi College. You will be sent your advisors contact information through your acceptance letter and email.

Your advisor will be your primary contact for questions about your degree plan, classes you will need to register for and graduation requirements. Introduce yourself early and never hesitate to contact them!

# How to Access Your Classes

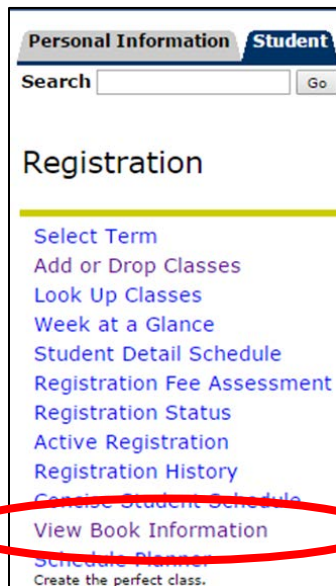
1. Log onto MyMC
2. Click on the link titled “Canvas”



# Textbook Information

## Locating your textbooks

1. Log onto MyMC Account
2. Click on the box titled “Banner” in the middle of the Launch Pad.
3. You may view Book information for the classes you have registered by clicking the Registration menu and then “View Book Information”.



4. You may also locate your books through our bookstore. Go to <http://txbk.info/mc> OR <http://www.misscollegeshop.com> for more information about the Mississippi College Bookstore.

## Purchasing Textbooks through the Bookstore

You may purchase textbooks online through our books store.

Go to <http://txbk.info/mc>. It will prompt you to enter your student ID. Make sure the current semester is populated. It will then populate all the textbooks or course materials needed for the classes in which you are enrolled.

Once all the materials come up, you can then decide if you want to purchase it (new or Used, if Used is available) or if you can rent it.

For your convenience, as a registered student, you may elect to have the cost of books and other educational items purchased through the Mississippi College Bookstore charged to your student account and offset against anticipated financial aid or paid when the next monthly billing statement is received.

NOTE: Students are responsible for their account if financial aid does not cover the cost of items charged through the bookstore. Please check with the financial aid office to be certain your aid has been awarded before you charge books to your student account. Tuition and bookstore charges are separate. If you withdraw from school or drop a class, you will still be responsible for all fees incurred through the bookstore.

# Future Semester Registration

As the next semester's registration period approaches, you will begin seeing emails from the Office of the Registrar indicating when registration will open. Before registration begins, you will be contacted by your advisor with your course information and Course Registration Numbers (CRN). Once you have received your CRNs and registration has opened, you will need to create your schedule.

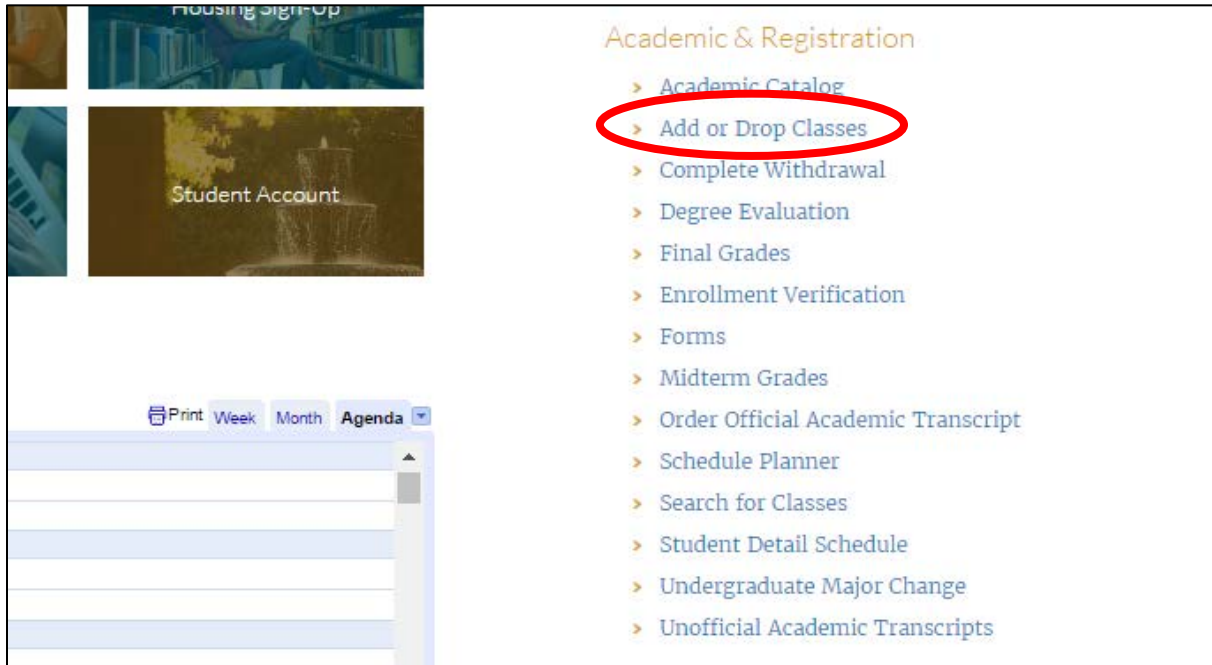
You can also find out more information about the rotation of course offerings for your program through the following links:

1. RN to BSN:  
<http://online.mc.edu/documents/MC-RN-BSN-Course-Schedule.pdf>
2. Master of Education in Special Education:  
<http://online.mc.edu/documents/MC-MEd-Course-Schedule.pdf>
3. Master of Education in Elementary Education:  
<http://online.mc.edu/documents/MC-MEd-Course-Schedule.pdf>
4. Master of Education in Educational Leadership:  
<http://online.mc.edu/documents/MC-MEd-Course-Schedule.pdf>



## Adding a Class

1. Log onto your MyMC Account
2. Once on your Launch Pad, look to the right-hand side under “Academic & Registration” and click on the link titled “Add or Drop Classes”.



3. Once in Banner Web, select the semester in which you will be adding classes. *Remember*, you will be completing two 7-week session in each academic semester. If you are registering for classes in Fall 7-week 1 and Fall 7-week 2, you will select the Fall 2017 semester to add classes to your schedule for both sessions.

A screenshot of the Banner Web registration form for Mississippi College. The page features the college's logo and name at the top, followed by navigation tabs for 'Personal Information', 'Student', and 'Financial Aid'. Below these is a search bar with a 'Go' button. The main section is titled 'Registration Term' and contains a dropdown menu labeled 'Select a Term:' with 'Spring 2013' selected. A 'Submit' button is located below the dropdown. At the bottom of the form, the text 'RELEASE: 8.1' is displayed.

4. You can now type the CRNs in the “Add Classes Worksheet” and click “Submit Changes”. Once you have entered all the CRNs provided by your advisor OR, if you will be a part-time student, you have enrolled in at least one 3-semester hour class for each 7-week session, be sure to get a copy of your schedule (See “How to Find Your Schedule” above).  
Be sure to contact your advisor if you have any questions.

Mississippi College  
A CHRISTIAN UNIVERSITY

Personal Information Student Faculty Services Finance

Search  Go RETURN TO MENU SITE MAP HELP EXIT

## Add or Drop Classes

**i** To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.  
By clicking submit, I hereby agree and promise to pay to Mississippi College and/or its assigns all fees for tuition, room, board, and any other expenses which may become due. I further agree and promise to pay all attorney's fee and other costs of collection.

### Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[ View Holds | Registration Fee Assessment ]

## Important Dates and Deadlines

You will want to check the Academic Calendar Often for Important Dates and Deadlines. Look for the 7-week Online Academic Calendar at <https://www.mc.edu/offices/registrar/calendar>