



Mississippi  
College

A CHRISTIAN UNIVERSITY

## 7-week Online Programs

Student Handbook

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## 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

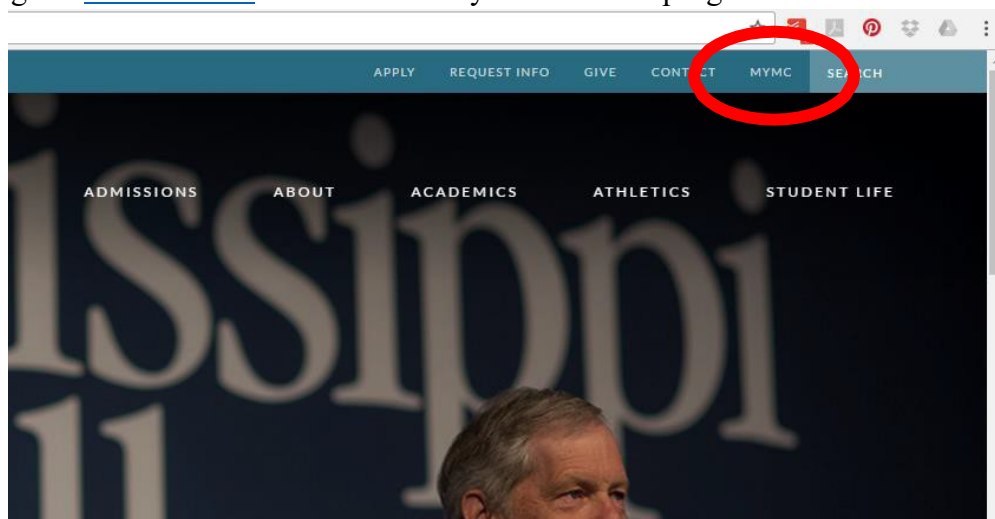
Your MyMC account is your primary access while you are at MC. From your MyMC account you will access your MC email, access Canvas for your online courses, review and adjust your schedule, make payments, and register for future semesters.

### Creating Your MyMC Account

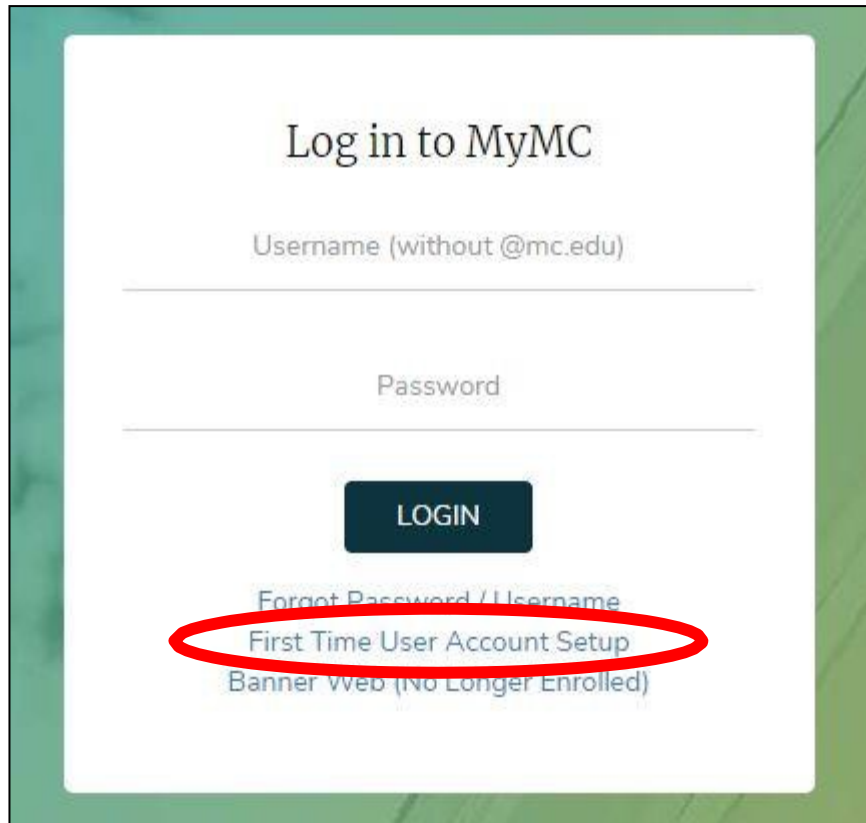
Setting up your account is easy:

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

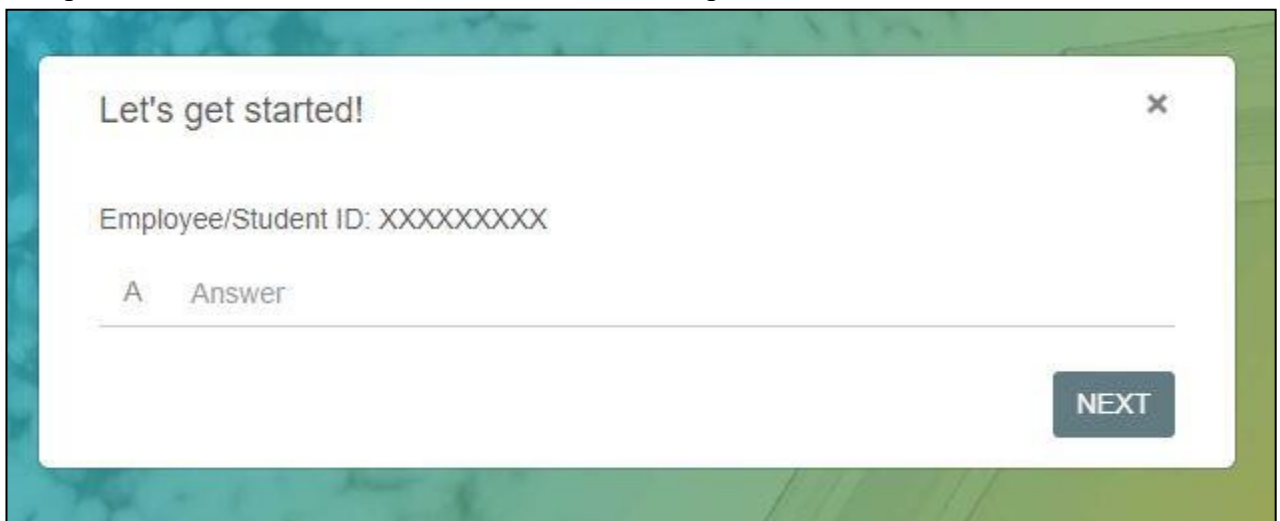
You can also go to [www.mc.edu](http://www.mc.edu) and click on “MyMC” in the top right corner



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”.



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.

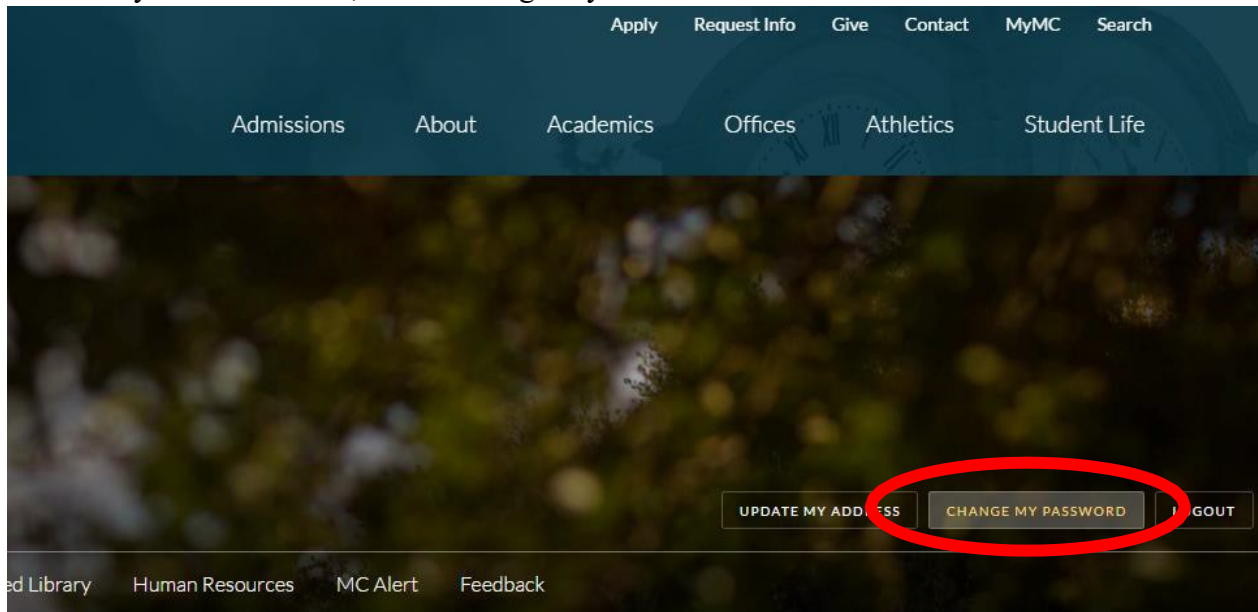


4. Now go back to my.mc.edu and use your username and password to log in. Your password IS case sensitive. You are now at your MyMC Launch Pad.

## Changing Your MyMC Password

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

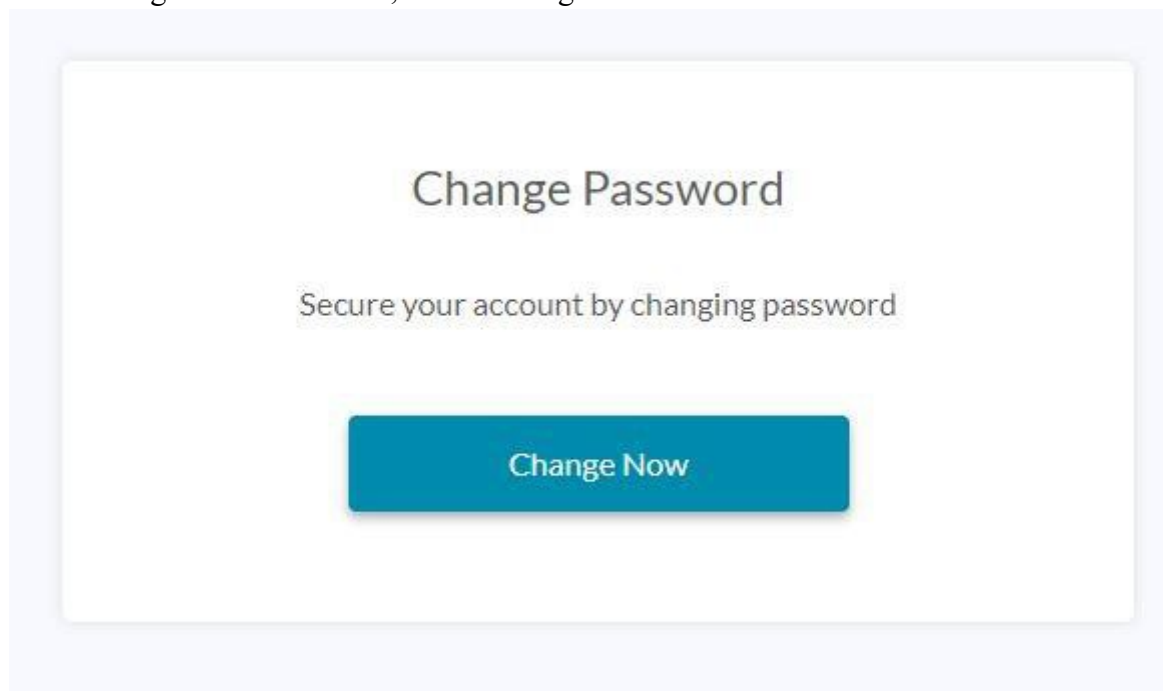
1. Log onto your MyMC Account.
2. While on your Launch Pad, click “Change My Password” located in the header.



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

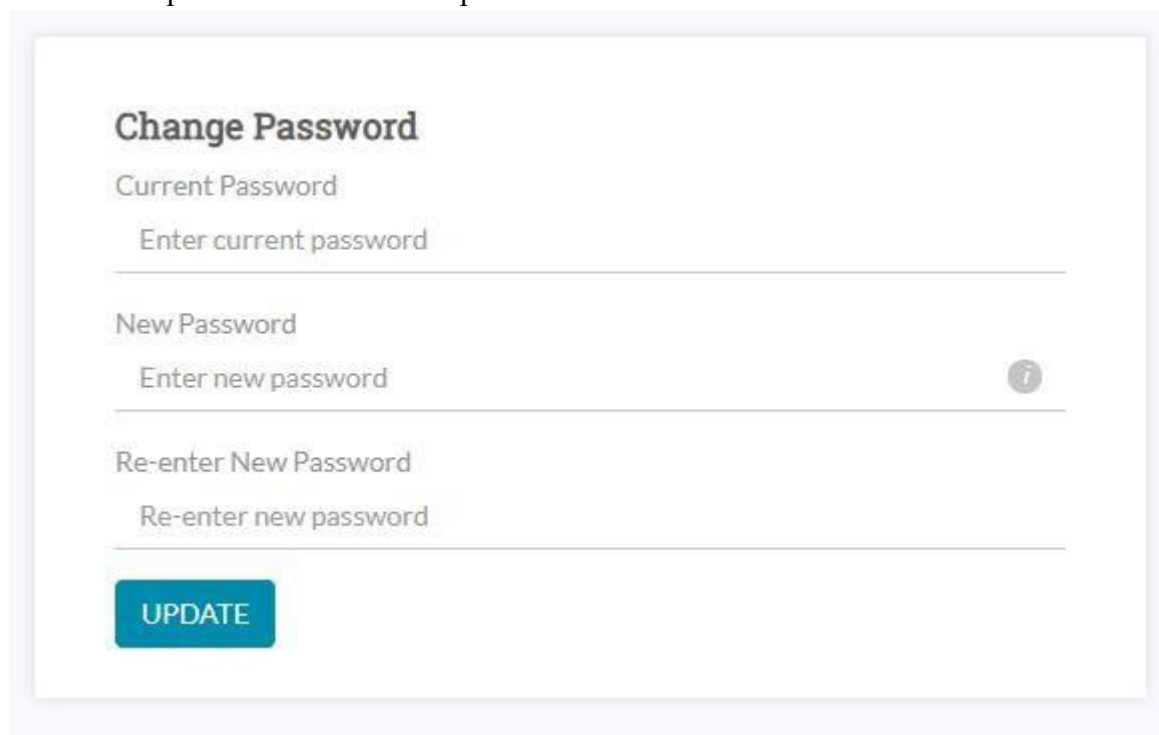
A screenshot of the MyMC password change form. The form is white with a green border. At the top, it says "Please re-enter your password". Below that is a circular profile picture with the letter "J" and the text "juser" underneath. There is a text input field labeled "Password". At the bottom is a dark blue button labeled "Sign in".

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



A screenshot of a 'Change Password' block. It features a white card with a light gray border. At the top, the text 'Change Password' is centered in a large, dark gray font. Below it, the text 'Secure your account by changing password' is centered in a smaller, dark gray font. At the bottom of the card, there is a prominent blue button with the text 'Change Now' in white.

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



A screenshot of a 'Change Password' form. It features a white card with a light gray border. At the top, the text 'Change Password' is centered in a bold, dark gray font. Below it, there are three input fields, each with a label and a placeholder text: 'Current Password' with 'Enter current password', 'New Password' with 'Enter new password', and 'Re-enter New Password' with 'Re-enter new password'. To the right of the 'New Password' field is a small circular icon with an 'i' inside. At the bottom of the card, there 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.

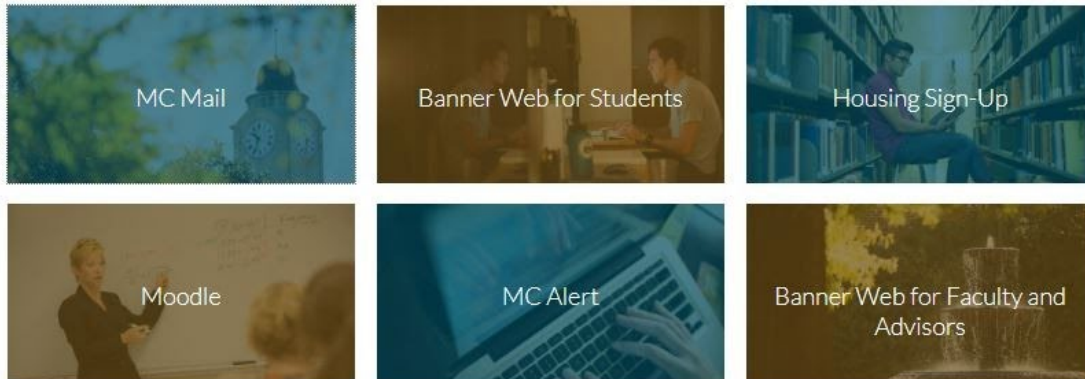
# Using Your MC Email

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.

## Launch Pad



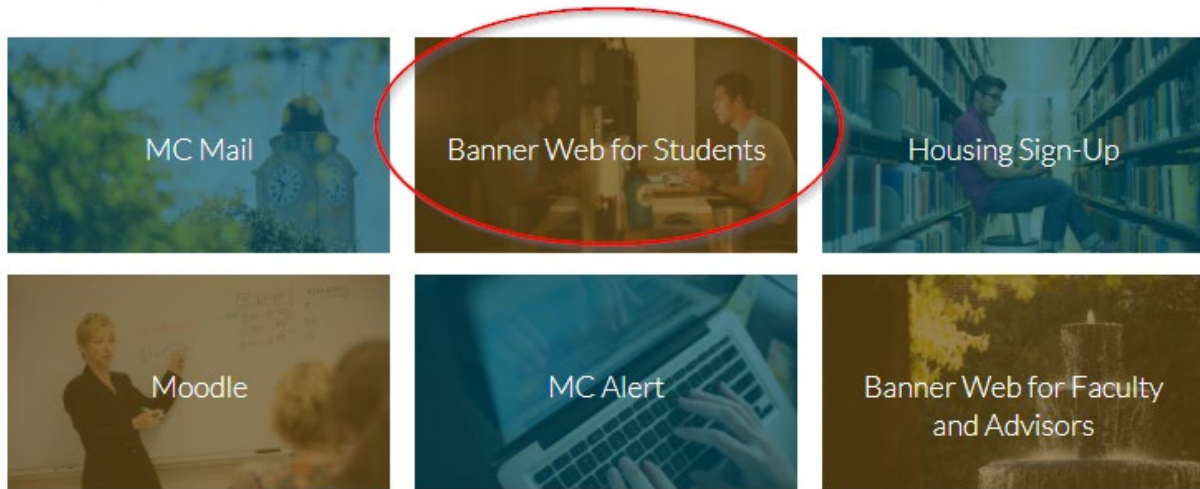
2. Once on your MyMC Launch pad, your MC email will be the first box. Click “MC Mail”.
3. Since MC uses “Single Sign On” for all our students, you will never need to change your email password as you will always log in through MyMC.
4. You are encouraged to check your email daily as all official communications and advisor emails will come to your MC email account.



# How to Find Your Schedule

1. Log onto your MyMC Account.
2. Click “Banner Web for Students”.

## Launch Pad



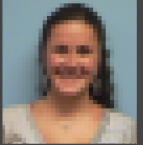
3. You can view your schedule on your main screen. This screen has many other useful links, including your transcript and your student account (billing).

MISSISSIPPI COLLEGE myBANNERWEB Ms Taylor McKay Hathorn

Student • Student Profile

Student Profile - Ms Taylor McKay Hathorn

Term: Spring 2022 Current term Good Standing, as of Fall 2021 6 4.00 Registration Notices: 3 Holds: 0



**Bio Information**  
Email: [tmhathorn@mc.edu](mailto:tmhathorn@mc.edu)  
Phone: (662) 844-2222  
Gender: Female  
Date of Birth: 04/13/1993

**General Information**  
Level: Graduate  
Class: GRADUATE  
Student Type: Continuing Student  
Residency: In state resident  
First Term Attended: Fall 2021  
Last Term Attended: Fall 2021

**Graduation Information**  
Graduation Applications: Active(1)  
Awarded Degree: Bachelor of Arts  
Term: Spring 2019  
Date: 05/11/2019

**Advisors**  
Primary: [Dr. Kerri Stanley Jordan](#)

**CURRICULUM, HOURS & GPA**

Primary	Secondary	Hours & GPA
Degree:	Master of Arts	
Level:	Graduate	
Program:	English (MA)	
College:	Sch Humanities & Social Scienc	
Department:	English & Philosophy Dept	
Minor:	Not Provided	
Admit Type:	First Time Graduate	
Catalog Term:	Fall 2021	

**REGISTERED COURSES**

Course Title	Details	CRN	Hours	Registration Status	In
Thesis I/Project I	ENG 6563 Z	21496	3	**Web Registered**	Dr
Studies Per: British Romantic	ENG 5466 Z	25233	3	**Web Registered**	Dr

Total Hours | Registered Hours: 6 | Billing Hours: 6 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 15

# 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.

1. Log onto your “Banner Web for Students” home page
2. select DegreeWorks on the dark menu on the left-hand side of the screen.

[Student](#) • [Student Profile](#)

Student Profile - Ms Taylor McKay Hathorn (7107440004)

Term: Spring 2022 Current term


Good Standing, as of Fall 2021

6

4.00

Registration Notices: 3

Holds: 0



Ms Taylor McKay Hathorn

Bio Information

Email: tmhathorn@mc.edu

Phone:

Gender: Female

Date of Birth:

General Information

Level: Graduate

Class: GRADUA

Student Type: Continuing Student

Residency: In state resident

First Term Attended: Fall 2021

Last Term Attended: Fall 2021

Graduation Information

Graduation Applications: Active(1)

Awarded Degree: Bachelor of Arts

Term: Spring 2019

Date: 05/11/2019

Advisors

Primary: Dr. Kerri Stanley Jordan

Curriculum and Courses

Prior Education and Testing

Additional Links

Academic Transcript (Unofficial)

Degree Works Degree Evaluation (CLASSIC)

Degree Works Degree Evaluation (NEW)

Financial Aid

Personal Profile

Registration and Planning

Student Accounts and Billing

Student Forms

View Grades

Apply to Graduate

View Graduation Application

Week at a Glance

CURRICULUM, HOURS & GPA

Primary Secondary Hours & GPA

Degree: Master of Arts

Level: Graduate

Program: English (MA)

College: Sch Humanities & Social Scienc

Department: English & Philosophy Dept

Minor: Not Provided

Admit Type: First Time Graduate

Catalog Term: Fall 2021

REGISTERED COURSES

Course Title	Details	CRN	Hours	Registration Status	In
Thesis I/Project I	ENG 6563 Z	<a href="#">21496</a>	3	***Web Registered**	<a href="#">Dr</a>
Studies Per: British Romanticism	ENG 5466 Z	<a href="#">25233</a>	3	***Web Registered**	<a href="#">Dr</a>

Total Hours | Registered Hours: 6 | Billing Hours: 6 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 15

## 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:

<http://www.mc.edu/offices/registrar/calendar/full-calendars/>.

# 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/>*

## Adding/Dropping a Class

1. Log onto your MyMC Account
2. Click onto your “Banner Web for Students” home screen and click the four dots in the top left-hand corner of the screen.

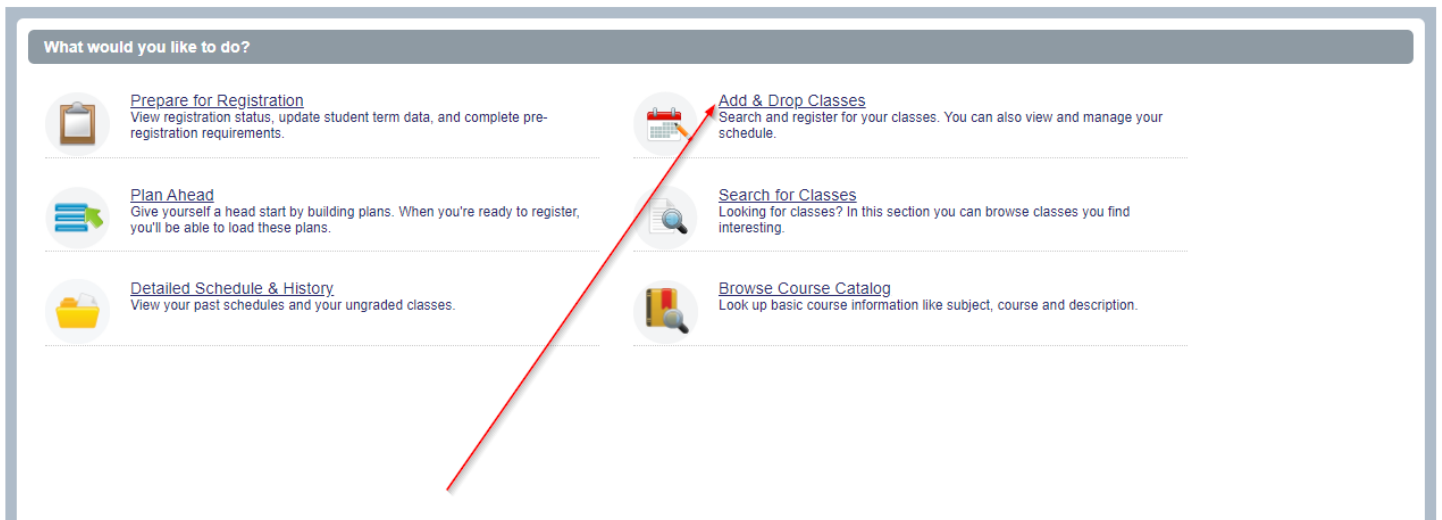
The screenshot shows the myBANNERWEB interface. At the top, there's a header with the Mississippi College logo and 'myBANNERWEB'. Below this, a navigation bar shows 'Student' and 'Student Profile'. The main content area is titled 'Student Profile - Ms Taylor McKay Hathorn'. It includes a sidebar with a list of links: Curriculum and Courses, Prior Education and Testing, Additional Links, Academic Transcript (Unofficial), Degree Works Degree Evaluation (CLASSIC), Degree Works Degree Evaluation (NEW), Financial Aid, Personal Profile, Registration and Planning, Student Accounts and Billing, Student Forms, View Grades, Apply to Graduate, View Graduation Application, and Week at a Glance. The main profile area displays personal information, general information, graduation information, and advisors. A red arrow points to the four-dot menu icon in the top left corner of the page header.

Term	Spring 2022 Current term	Grade Standing, as of Fall 2021	5	4.00	Registration Notices: 3	Holds: 0
<b>Curriculum, Hours &amp; GPA</b>						
<b>Primary</b> Secondary    Hours & GPA						
Degree: Master of Arts						
Level: Graduate						
Program: English (MA)						
College: Sch Humanities & Social Scienc						
Department: English & Philosophy Dept						
Minor: Not Provided						
Admit Type: First Time Graduate						
Catalog Term: Fall 2021						
<b>REGISTERED COURSES</b>						
Course Title	Details	CRN	Hours	Registration Status	In	
Thesis I/Project I	ENG 6563 Z	21496	3	**Web Registered**	Dr	
Studies Per: British Romantics	ENG 5466 Z	25233	3	**Web Registered**	Dr	
Total Hours   Registered Hours: 6   Billing Hours: 6   CEU Hours: 0   Min Hours: 0   Max Hours: 15						

3. Click the word “Banner” and then the word “Student.”
4. Once on the “Student” menu, select “Add and Drop Classes (Registration).”

5. On the Registration screen, select “Add and Drop Classes.”

## Registration



6. Select the term for which you wish to register.

7. To add a class, tab over to “Enter CRNs” at the top of the screen. Enter the CRN of the class you wish to add, then click “Add to Summary.” Then, click “Submit” in the bottom right-hand corner of the screen. I

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

## Register for Classes

The screenshot shows the 'Enter CRNs' tab. It has a header 'Enter Course Reference Numbers (CRNs) to Register' and 'Term: Spring 2022'. Below this is a 'CRN' input field, a '+ Add Another CRN' link, and an 'Add to Summary' button. A red arrow points to the 'Add to Summary' button, and a blue callout box with the text 'CLICK ME FIRST!' points to it.

The screenshot shows the 'Summary' tab. It contains a table with the following data:

Title	Details	Hou	CRN	Schedule Typ	Status	Action
Studies Per. British...	ENG 5466, Z	3	25233	Lecture	Registered	None
Thesis I/Project I	ENG 6563, Z	3	21496	Self-paced	Registered	None

Below the table, there is a 'Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 15' section. At the bottom right, there is a 'Submit' button. A red arrow points to the 'Submit' button, and a blue callout box with the text 'CLICK ME NEXT!' points to it.

8. If you added your class correctly, a green “Registered” tab, like the one shown in the screenshot, will appear.

9. To drop a class, click the drop-down menu next to the class you'd like to drop and select "Drop" from the list of options. Then, click "Submit" in the bottom right-hand corner of the screen.

The screenshot shows the myBANNERWEB registration page for Mississippi College. The top navigation bar includes the college logo, the text "myBANNERWEB", and a user profile for "Hathorn, Taylor". Below the navigation bar, a breadcrumb trail reads "Student • Registration • Select a Term • Register for Classes". The main heading is "Register for Classes". Underneath, there are tabs for "Find Classes", "Enter CRNs", "Plans", and "Schedule and Options". The "Enter CRNs" tab is active, showing a section titled "Enter Course Reference Numbers (CRNs) to Register" for the "Term: Spring 2022". It features a "CRN" input field, a "+ Add Another CRN" link, and an "Add to Summary" button. A blue callout bubble with the text "CLICK ME FIRST!" points to the "Add to Summary" button. Below this, the interface is split into two panels. The left panel, titled "Class Schedule for Spring 2022", shows a weekly grid from Sunday to Saturday with time slots from 6am to 11am. The right panel, titled "Summary", displays a table of registered classes. The table has columns for Title, Details, Hour, CRN, Schedule Typ, Status, and Action. Two classes are listed: "Studies Per: British..." (ENG 5466, Z 3, CRN 25233, Lecture, Registered) and "Thesis I/Project I" (ENG 6563, Z 3, CRN 21496, Self-paced, Registered). The "Action" column for the first class has a dropdown menu open, showing options: "Web Drop", "None", and "Web Drop". A blue callout bubble with the text "CLICK ME NEXT!" points to the "Web Drop" option. At the bottom right of the summary panel, there is a "Submit" button. A red arrow points from the "Web Drop" option to the "Submit" button. The bottom of the page includes a "Panels" dropdown and a "Conditional Add and Drop" checkbox.

MISSISSIPPI COLLEGE  
myBANNERWEB

Hathorn, Taylor

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Spring 2022

CRN

+ Add Another CRN Add to Summary

CLICK ME FIRST!

Schedule Schedule Details

Class Schedule for Spring 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

Panels

Summary

Title	Details	Hour	CRN	Schedule Typ	Status	Action
Studies Per: British...	ENG 5466, Z 3	25233	Lecture	Registered	***Web Drop***	
Thesis I/Project I	ENG 6563, Z 3	21496	Self-paced	Registered	None	

CLICK ME NEXT!

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 15

Conditional Add and Drop Submit

10. 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 your MyMC Account
2. Once on your Launch Pad, click on the “Banner Web for Students Link.” Click the four dots in the top left-hand corner of the screen, then click “Banner” followed by “Student.” Click the “Complete Semester Withdrawal” option, as shown below.

The screenshot displays the MyMC Student Account interface. On the left, a vertical menu lists various account options. The option 'Complete Semester Withdrawal' is highlighted with a red arrow. The main content area shows student information for 'horm (70000956)', including a 'Good Standing' status as of Fall 2021, a GPA of 4.00, and contact information for 'tmhathorn@mc.edu'. Below this, a 'CURRICULUM, HOURS & GPA' section provides details about the student's degree program (Master of Arts, Graduate, English (MA)) and their registered courses. The 'REGISTERED COURSES' table lists two courses: 'Thesis I/Project I' (ENG 6563 Z, CRN 21496) and 'Studies Per: British Romanticism' (ENG 5466 Z, CRN 25233), both with a status of '\*\*Web Registered\*\*'. At the bottom, a summary bar shows 'Total Hours | Registered Hours: 6 | Billing Hours: 6 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 15'.

Course Title	Details	CRN	Hours	Registration Status	In
Thesis I/Project I	ENG 6563 Z	21496	3	**Web Registered**	Dr
Studies Per: British Romanticism	ENG 5466 Z	25233	3	**Web Registered**	Dr

Total Hours | Registered Hours: 6 | Billing Hours: 6 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 15

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.

The screenshot shows a web browser window with the URL [https://bannerwf.mc.edu/student\\_withdrawal.php](https://bannerwf.mc.edu/student_withdrawal.php). The page header includes the Mississippi College logo and the text "myBANNERWEB". The user is logged in as "swu" with a "LOGOUT" link. The page title is "Student Withdrawal". The user's ID "700527291" and name "Shi Jie Wu" are displayed, along with the date and time "September 26, 2013 10:52 am".

**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:  
Fall 2013

\*Withdrawal Reason  
I need to withdraw for a specific reason

\*Telephone Number (where you can be reached):  
Example: ###-###-####  
601-123-4567

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

Submit

\* denotes required fields.

MC Home | MC Law | Flowood Center | Online Campus | Privacy Statement

# Tuition and Billing

## Viewing Your Bill

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

1. Log onto your 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 your 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.

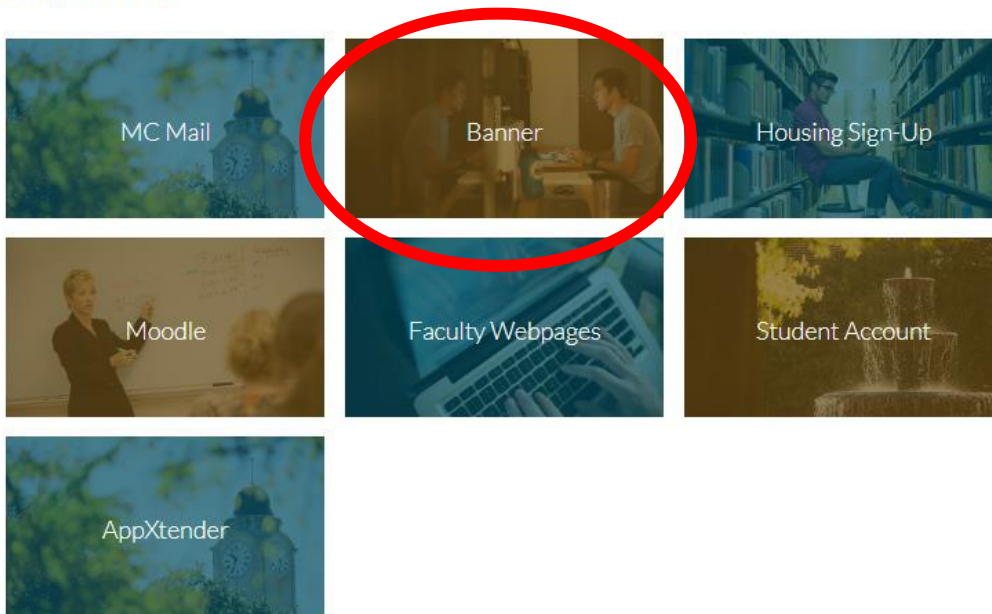
At this time, the Financial Aid Office will send you an award letter which will contain the needed paperwork in order to accept your loans. You may also go to your Banner Web account to accept the loans.

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).

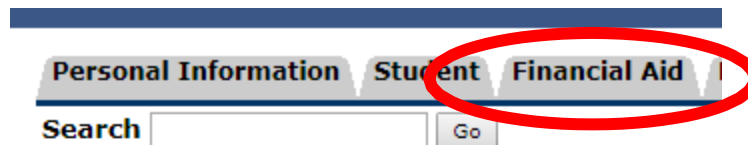
## Accept Financial Aid Online

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, ax
- 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 ;
- 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 ▼	

Accept Full Amount All Awards Submit Decision

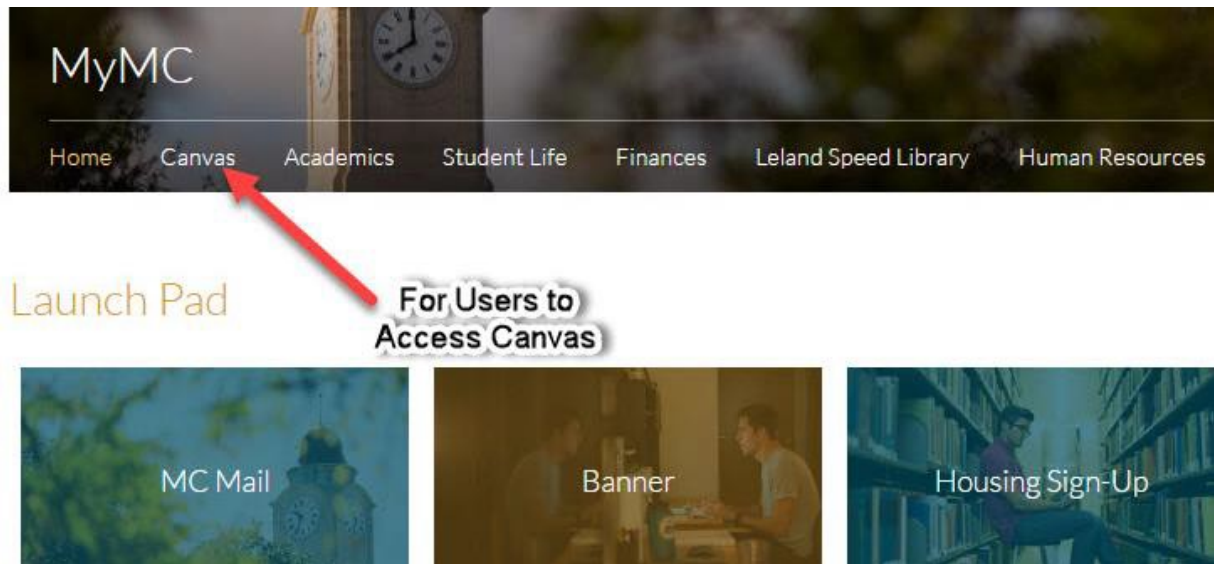
## Your Advisor

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 to your “Banner Web for Students” home screen. Click on the CRN number next to each class to bring up information about that class.

MISSISSIPPI  
COLLEGE  
A Christian University

myBANNERWEB

 Ms Taylor McKay Hathorn

Student • Student Profile

Student Profile - Ms Taylor McKay Hathorn 

Term: Spring 2022 Current term


Good Standing, as of Fall 2021

6

4.00

Registration Notices: 3

Holds: 0



Ms Taylor McKay Hathorn

**Bio Information**  
Email: [tmhathorn@mc.edu](mailto:tmhathorn@mc.edu)  
Phone:  
Gender: Female  
Date of Birth:

**General Information**  
Level: Graduate  
Class: GRADUATE  
Student Type: Continuing Student  
Residency: In state resident  
First Term Attended: Fall 2021  
Last Term Attended: Fall 2021

**Graduation Information**  
Graduation Applications: [Active\(1\)](#)  
Awarded Degree: Bachelor of Arts  
Term: Spring 2019  
Date: 05/11/2019

**Advisors**  
Primary: [Dr. Kerri Stanley Jordan](#)

CURRICULUM, HOURS & GPA

Primary

Secondary

Hours & GPA

Degree: Master of Arts  
Level: Graduate  
Program: English (MA)  
College: Sch Humanities & Social Scienc  
Department: English & Philosophy Dept  
Minor: Not Provided  
Admit Type: First Time Graduate  
Catalog Term: Fall 2021

REGISTERED COURSES

Course Title	Details	CRN	Hours	Registration Status	In
Thesis I/Project I	ENG 6563 Z	<a href="#">21496</a>	3	**Web Registered**	<a href="#">Dr</a>
Studies Per: British Romantics	ENG 5466 Z	<a href="#">25233</a>	3	**Web Registered**	<a href="#">Dr</a>

Total Hours | Registered Hours: 6 | Billing Hours: 6 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 15

MC 7-WEEK ONLINE PROGRAM STUDENT HANDBOOK

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3. Click the “Bookstore Links” tab and then click the link to be taken to the online MC bookstore, which will generate a customized list of books based on your schedule.

**Class Details for Thesis I/Project I English 6563 Z** ✕

Term: 202102 | CRN: 21496

Class Details	<div>Use the link(s) below to access online bookstores to determine the cost of required materials.</div> <div><a href="#">MC Bookstore</a></div> <div>CLICK ME NEXT!</div>
Course Description	
Instructor/Meeting Times	
Corequisites	
Prerequisites	
Restrictions	
Attributes	
Fees	
Linked Sections	
Cross Listed Courses	
Mutual Exclusion	
Catalog	
Bookstore Links	

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.

## 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 <http://www.mc.edu/offices/registrar/calendar/full-calendars/>