

Mississippi Gulf Coast Community College ~ Online Student Checklist



LOGIN INFORMATION:

To access your college email, web services, and Canvas accounts, you will need two pieces of information:

1. Your **Student ID #** (also called GCID or M#) ex: M12345678
2. Your **Password** (Primary PIN)

- Your M# is provided by admissions in your acceptance letter.
- If you need help with your PIN, click "I don't know my PIN" below the login box.

✓	What to do	Details/Notes	When
	Explore eLearning Website	For a list of frequently asked questions, online course calendars, links to student resources, and other tools visit: mgccc.edu/elearning	<ul style="list-style-type: none"> ➤ Prior to registration ➤ Prior to start of term ➤ As needed
	Enroll in Student Resources Course	Visit the link below to self-enroll in the MGCCC Student Resources Course: https://mgccc.instructure.com/enroll/AKYEMK	Anytime
	Complete Online Student Readiness Assessment	<ol style="list-style-type: none"> 1. Go to the following website: https://free.elearnready.com/s/ 2. Complete the questionnaire. 3. View your results. 	<ul style="list-style-type: none"> ➤ Prior to registration ➤ Prior to start of term
	Check your MGCCC Student email account	Go to http://mail.bulldogs.mgccc.edu/ <i>Your college provided email address is the primary means of communication between the college, your instructors, and you. Your email address is provided in your acceptance letter from admissions.</i>	<ul style="list-style-type: none"> ➤ Prior to start of term ➤ Regularly throughout the term
	Check your MSVCC Student Profile (For AWAY Classes Only) <i>This step is only necessary if you are enrolled in an MSVCC "away" class that is offered by another college in the MSVCC Consortium.</i> <i>See the "Schedule Notes" section below to determine if you are enrolled in an "away" class.</i>	<ol style="list-style-type: none"> 1. Go to https://mymgccc2.wpengine.com/elearning/ 2. Click Check Student Profile (left hand side) 3. Enter: First name, Last Name, Last four digits of the STUDENT ID (GCID, NOT SSN) 4. Select MGCCC from the drop-down menu 5. Select the current semester 6. Click Login <p>NOTE: To get your student ID (GCID or "M#"), contact admissions. https://mgccc.edu/contact/</p>	<ul style="list-style-type: none"> ➤ After registration ➤ Prior to start of term ➤ As needed to locate instructor contact information
	Obtain your Textbooks	<ul style="list-style-type: none"> • Locate MGCCC book information in Web Services. <ul style="list-style-type: none"> ○ Login to Web Services ○ On the main menu, click Personal Information ○ Scroll to the bottom and choose Display Course Book Information • Obtain a print out of your bill from the business office. • Contact or visit the bookstore at the campus where you registered to retrieve MGCCC course materials. 	<ul style="list-style-type: none"> ➤ After Registration ➤ Prior to start of term ➤ Away course materials should be obtained at least two weeks

		<ul style="list-style-type: none"> • Locate “AWAY” course textbook info and required purchase items on your MSVCC “Student Profile” • Textbook/materials for courses not taught by a MGCCC instructor (away college courses) may be purchased online (ex: Amazon.com) or from the providing college’s bookstore. 	prior to the start of the term or ASAP
	View an Orientation to Online Learning	View dates and times for training by going to the MGCCC Canvas Student Resources Course . <i>*This orientation is optional but highly recommended</i>	➤ Before the course begins
	Login to Courses <i>Students may login to Canvas within 24 hours of registration but will NOT be able to access courses until the first day of each class.</i>	<ol style="list-style-type: none"> 1. Go to the MGCCC My Gulf Coast web page: https://mgccc.edu/mygulfcoast/ 2. Under Online Classes, click Canvas. 3. In the GCID box, type your M#. 4. In the Password box type your PIN. 5. Click Login. 6. Click the Course Card to enter each class. If you don’t see a course that you are enrolled in, click Courses on the global navigation menu on the left, scroll to the bottom, and choose All Courses. If you don’t see the course there, contact eLearning. <p>NOTE: <i>If your password does not work – click “I don’t Know my PIN” under the login box.</i></p>	<ul style="list-style-type: none"> ➤ Within the first three days of the course ➤ Regularly throughout term
	Configure Communication Preferences in Canvas	After logging into Canvas, click Your Name on the top of the left navigation menu. Choose Notifications . Tell Canvas how you want to be notified about activity in your courses. <i>It is recommended that students set immediate notifications for both announcements and conversations. This ensures that students don’t miss any message from instructors.</i>	<ul style="list-style-type: none"> ➤ Prior to the start of the term ➤ At the beginning of term.
	Schedule Proctored Exam(s) <i>If you are out of state, you can use ProctorU (paid service) to test virtually. Or, contact your instructor to seek approval for an “Off Campus Proctor.” Students complete the form and send to their MGCCC instructor(s) for approval. (Away instructors may have a different approval process.) NOTE: Students who choose to use ProctorU or non-MSVCC testing centers are responsible for any fees associated with proctored testing.</i>	<ol style="list-style-type: none"> 1. Login to Canvas 2. Enter the course for which you are setting an appointment. 3. On the course menu, click Smarter Proctoring. 4. Follow the steps to set up your SmarterProctoring account and create your appointment. <p><i>Visit the eLearning Test Information page for more information about using the assessment center: https://mgccc.edu/programs/online-classes/testing-proctored-exams/</i></p>	<ul style="list-style-type: none"> ➤ No later than least two weeks prior to the proctored exam availability date posted by the instructor ➤ Off-Campus proctors should be arranged and approved within the first two weeks of the term.
	Evaluate Online Courses	<p><u>MGCCC:</u> Check MGCCC student email for Link to evaluate courses.</p> <p><u>MSVCC:</u> Login to MSVCC Student Profile.</p>	➤ Towards the end of Term

Schedule Notes:

- Courses taught by MGCCC instructors are considered “Local” and will be identified by **BLDG: ONLINE** and **ROOM: ON-LINE**
NOTE: “Local” course textbooks are available in the MGCCC bookstore. Students should be sure to obtain the textbook prior to the start of the course.
- Courses taught by other colleges in the consortium are referred to as “Away” classes and will be identified by **BLDG: ONLINE** and **ROOM: AWAY**
NOTE: “Away” course textbooks are NOT available in the MGCCC bookstore; therefore, students will need to purchase the textbook shown on the MSVCC Student Profile from the “Away” college or through an online book provider. Please be sure to obtain the textbook prior to the start of the course.
- Both “Local” and “Away” classes will be available in Canvas on the first day of the class.

MGCCC Technical Support:

If you need help with logging into Canvas, Web Services, or email, contact MGCCC Technical Support.

EMAIL	helpdesk@mgccc.edu	
PHONE	Call Toll Free: 1-855-343-9165	On Campus: 228-897-4357

Technical Support: Canvas

If you are having trouble with Canvas, contact Canvas Support.

WEB FORM	<ol style="list-style-type: none">1. Click the Help link on the bottom of the left navigation menu in Canvas2. Choose Report a Problem3. Fill out the form that appears and click Submit Ticket
PHONE	Call Toll Free: 855-308-2755
CHAT	<ol style="list-style-type: none">1. Click the Help link on the bottom of the left navigation menu in Canvas2. Choose Chat with Canvas Support from the menu that appears3. Click the Find Someone to Chat with button on the page to which you are directed

MGCCC eLearning Support

If you are having problems with your course or have questions about online learning, contact eLearning.

EMAIL	elearning@mgccc.edu
PHONE	228-897-3863

Attendance/Refund/Withdrawal Notes:

- **View the [elearning calendar](#) for dates and deadlines.**
 - **Attendance** in online courses is determined by student participation along with student access to online courses.
 - Students who “ATTEND” (login to/participate in) an online class **for any reason** are not eligible for a 100% refund.
 - Eligible 90% refunds apply only to tuition. Online fees are non-refundable.
 - **Instructor Contact information** is located in Web Services for local classes and your MSVCC Student Profile for “away” classes – Do not login to your course (Canvas) for this information unless you are actively participating and plan to continue the course.

NOTE: It is a violation for any person, regardless of whether it is a parent, spouse, child, friend, or any other relation to login to a course FOR ANY REASON unless he or she is the person registered for the course. Violating this policy is cause for dismissal from the course and, potentially, the college.