



Mississippi Gulf Coast Community College

# ORIENTATION GUIDE

## *Steps for Student Success*





## **WELCOME, BULLDOG!**

At MGCCC, your success is important to us! This guide was created to assist you with processes associated with Orientation and Enrollment. Be sure to note items you have completed and those you're actively working. Examples of actionable items include:

- ☑ **Access MyGulfCoast**
- ☑ **Get your student ID**
- ☑ **Register for your parking decal**
- ☑ **Enroll in classes**
- ☑ **Secure your schedule/Check financial status**
- ☑ **Apply for financial aid**

At the end of the guide, you'll find additional resources such as online course navigation and how to get your textbooks. We've also included MGCCC important dates, found on the Academic Calendar. Scan the QR code below and note your calendars for course start dates, refund and withdrawal schedules, exam schedules, and holiday closures.

Remember, we are here to help you succeed. Below are options for support:

- ☑ **Visit an Enrollment Services Center with any questions before classes begin!**
- ☑ **Once classes have started, you'll be assigned your own advisor. This information may be found in Canvas and the MyGulfCoast portal.**
- ☑ **The MGCCC Answer Center is available for you via email ([questions@mgccc.edu](mailto:questions@mgccc.edu)) or phone (228.896.2536).**

Congratulations on taking this big step. Get to know your fellow students, MGCCC faculty and staff, and get involved on your campus. Know that we are here for you every step of the way!

**YOUR MGCCC support team**

[View Academic Calendar](#)

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# NEW STUDENT CHECKLIST





## ❑ ACCESS YOUR MYGULFCOAST STUDENT APP!

### FIRST-TIME STUDENT ACCOUNT SETUP

- If you haven't already, download the MyGulfCoast app by clicking the links. ➔
- Check your Student Email frequently, as it is the primary method of communication from all college offices and faculty.
- Access your student email by visiting **mgccc.edu**, clicking on MyGulfCoast, then enter Student Email and follow the steps for Two-Factor Authentication.
- Keep in mind, your student email and password is different from your Canvas email.



Visit IT Helpdesk

1. Go to **mgccc.edu/it-helpdesk**.
2. Click on First Login Experience link.
3. Follow the instructions on the First Login Experience guide.

## WEB SERVICES

Web Services is the student hub for accessing your student information, such as:

- Student Detailed Schedule
- Financial Aid and Payment Plan
- Advisor Information and SO MUCH MORE!

Access Web Services through the MyGulfCoast student app, or go to **mgccc.edu** and select MyGulfCoast, then select Web Services. You'll follow the steps for Two-Factor Authentication, then navigate through all the various Student Resource Tabs such as Personal Information, Student, and Financial Aid.

## ❑ GET YOUR STUDENT ID!

- All enrolled students must obtain a student ID from Campus Police or during their orientation session.
- To replace an ID, students must pay a \$10 fee to the Business Office and bring the receipt from Campus Police. You may do this during the orientation session.

## ❑ REGISTER FOR YOUR PARKING DECAL!

- All Parking Decals should be issued by Campus Police.
- Register for a Parking Decal by logging into Web Services.
  1. Log in to Web Services.
  2. Select Request Campus Parking Permit on the general tab.
  3. Log in to the Online Permit Registration System with your last name and MGCCC ID (M#). Check the box to agree to the Terms of Use.
  4. Click the New Vehicle button and complete the form.
  5. Students may pick up parking decals from Campus Police.



# SECURE YOUR COURSES

## ☐ LOCK-IN YOUR PERFECT SCHEDULE!

### ADVISEMENT

After you register for classes, MGCCC has assigned a specific advisor to help guide you on your academic journey. This advisor will assist you with selecting courses and can answer questions regarding your area of interest to enable you to reach your educational goals. Follow the steps below to communicate with your MGCCC advisor.

1. Access Canvas through your MyGulfCoast student app, and click on the advising course.
2. Your advisor's name and contact information will be listed on the course homepage.
3. Click the Contact Your Advisor Link to communicate with your advisor.
4. Click Make an Appointment to schedule a time to meet with your advisor. If you are unable to connect with your advisor, please contact the appropriate advising coordinator:  
**[mgccc.edu/advising-coordinators](http://mgccc.edu/advising-coordinators)**

### REGISTRATION PINS

Each semester, you will be given your registration PIN after you have been advised. You must have this PIN to enroll in classes.

### PROGRAM/AREA OF INTEREST

It is important that you are in the correct program/area of interest and location of services in order to be assigned to the appropriate advisor and Canvas advising course. To ensure you are in the correct program/area of interest and location of services, log in to Degree Works. If either the program/area of interest or location of services is incorrect, please contact your current advisor or visit the Enrollment Services Center on your campus to make the change.

### DEGREE WORKS AND COLLEGE SCHEDULER

Degree Works is an online advising tool to help you and your advisor monitor your progress toward degree completion. Follow the steps below to access Degree Works.

"Plans" in Degree Works is a tool for you to arrange course requirements into future semesters. You and your academic advisor may find this helpful as you plan your academic career. The classes in the active plan will automatically load into College Scheduler to allow for you to register for your classes. For more information, go to **[mgccc.edu/degree-works](http://mgccc.edu/degree-works)**.

**Visit Degree Works**

1. Log in to your MyGulfCoast student app.
2. Under Widgets, select Academic Profile.
3. Click View Degree Works.



# ☐ CHECK YOUR FINANCIAL STATUS!

## FINANCIAL AID & SCHOLARSHIPS

Complete the FAFSA and Mississippi State Aid applications: **[studentaid.gov](https://studentaid.gov)** and **[msfinancialaid.org](https://msfinancialaid.org)**.

- Log in to MyGulfCoast and view the Financial Aid tab under Student in Web Services for any missing items and to accept your aid.
- Look at available scholarships to see if you qualify. Complete applications if necessary.

## PAYMENT PLAN

- There is no fee to enroll. Log in to Web Services by accessing your MyGulfCoast student app.
- Under the Student tab, select Student Billing, then select Make a Payment.
- Scroll down and select View Payment Plan Options. You can also send an invitation for someone else to make a payment for you.
- Follow the prompts to enroll.
- Balance information can also be viewed in the Balances Widget in your MyGulfCoast student app.





# PREPARE FOR CLASSES

## □ GET YOUR TEXTBOOKS!

Many textbooks for MGCCC students are on MGCCC book rental service. Additional MGCCC Course materials such as CDs and lab manuals may be purchased in campus bookstores. Books obtained through the book rental service must be returned to the bookstore on the last day of class.

NOTE: Rental books will not be shipped, so some online students may need to get them from a different source. Some classes will offer e-books. You can find these in your Canvas shell.

## FIND YOUR TEXTBOOKS

Find out what textbooks you'll need for your classes by following these steps:

1. Log in to Web Services by accessing your MyGulfCoast student app.
2. Select the Student tab.
3. Select the Admissions tab.
4. Click the Display Student Book Information link.

## PICK UP YOUR BOOKS

The week before classes start each semester, Campus Bookstores begin issuing books.

1. Make sure you have your MGCCC Student ID.
2. Visit the Campus Bookstore (bring your student ID) where you registered to get your MGCCC course materials.

## CAMPUS BOOKSTORE HOURS

**Monday - Thursday, 7:30 a.m. - 4:30 p.m.**

**Friday, 7:30 a.m. - 4:00 p.m.**

- Harrison County Bookstore (located between the Gymnasium and Library)  
228-896-2502, hc.bookstore@mgccc.edu
- Jackson County Bookstore (located near campus clocktower in the Cafeteria/Bookstore building)  
228-522-1387, jc.bookstore@mgccc.edu
- Perkinston Bookstore (located in Mellinger Student Center/Bookstore)  
601-928-6317, perk.bookstore@mgccc.edu

**Monday - Friday, 9:00 a.m. - 2:00 p.m.**

- George County Center Bookstore (located in Student Services Building), 601-766-4630





# ☐ NAVIGATE YOUR ONLINE COURSES!

## CANVAS VIRTUAL NAVIGATION

Logging in to Canvas:

1. Visit **mgccc.edu** and select MyGulfCoast or open your MyGulfCoast student app.
2. Enter your email address and password (authenticate).
3. In the left navigation bar, select eLearning.
4. Select Canvas.

Online Orientation is available in Canvas prior to each term. Check the Student Resources course for details.

## VIEWING COURSES

- When you enter Canvas for the first time, you will see the Canvas dashboard.
- You will not have access to your courses until the term begins. On the first day of class, Course Cards will be displayed for each course.
- Click the Notification Preferences button to set up how you will be notified about course activity and instructor/classmate messages.

If you don't see a course card for a course you think you should see, follow these steps:

1. Click Courses on the Global Navigation Bar.
2. Click All Courses.
3. Locate the course, and click the star by the course. This will add the course to your dashboard and courses menu.

## MODULES

Once you have entered the course, click Modules on the left navigation menu to begin your course.

If you do not see your courses listed in the Courses menu, it could be a result of one of the following:

- The term has not yet begun.
- You have been unenrolled from your course (contact your course instructor).
- You have customized your courses menu and have deselected the course. (You may need to add the star, see above for directions.)
- The term has ended.

## ADDITIONAL SUPPORT

Visit the MGCCC Student Resources course in Canvas for additional information about Navigating Canvas.

For Canvas support, call 1-855-308-2755, or log in to Canvas to submit a support ticket or chat with Canvas support.

# RESOURCES FOR SUCCESS

## ❑ SET YOURSELF UP FOR SUCCESS!

### LEARNING RESOURCES CENTER (LRC)

The LRC is comprised of the Library and the Learning Lab. Each of these areas provides services to meet the needs of our students, staff, and faculty.

### THE LIBRARY

The Library provides instructional support services that reinforce the college's curriculum. Each campus location provides access to print resources, DVDs, computers with internet access, study space, and technical and research assistance from librarians and staff. Through the Library website, students have access to more than 70 online databases. Fall and spring semester hours vary by campus. For more information, visit the MGCCC Library webpage at [mgccc.edu/library](http://mgccc.edu/library) or select Library under Tools in your MyGulfCoast student app.

### LAPTOP CHECK-OUT

Through the Library, students may check out a laptop on a semester-by-semester basis. Submit an application for a student laptop: [mgccc.edu/laptoploan](http://mgccc.edu/laptoploan)

### FREE TUTORING!

#### LEARNING LAB

Access the Learning Lab landing page (link below) to view campus specific hours. The Learning Lab is a free comprehensive academic tutoring facility open to all MGCCC students . Currently, the Lab offers one-on-one instruction, small-group instruction, and technology-enhanced learning in math, science, and writing.

[MGCCC Learning Lab](#)

### CANVAS SHELL

Each campus Learning Lab also has a Canvas shell featuring videos, tutorials, worksheets, handouts, tutoring schedules, and contact information. To opt in to a specific campus Canvas shell, students should go to [mgccc.edu/learning-lab](http://mgccc.edu/learning-lab) and choose a campus. On this page, the student will find and select the button that states Join on Canvas.

### VIRTUAL TUTORING

Virtual tutoring is offered through the Learning Lab by appointment only. Appointments must be made at least one hour in advance. The contact information for virtual appointments can be found on the campuses' Canvas shell.



## NET TUTOR

NetTutor is a comprehensive online tutoring service for all subjects. This free service is available to assist students with homework and studying. Follow the steps below to access NetTutor:

### Find Tutoring

1. Access Canvas through your MyGulfCoast student app.
2. Click on your course.
3. Select NetTutor from the course navigation menu.
4. Click on the subject area that you are requiring tutoring.
5. Get started with a tutor.

## MICROSOFT OFFICE 365 FOR STUDENTS

MGCCC's enrolled students can access Microsoft Office 365 for FREE by following these steps:

1. Visit **mgccc.edu** and select MyGulfCoast or open your MyGulfCoast student app.
2. Click IT Support under Tools.
3. Select IT Helpdesk.
4. Under Other Resources, click Free Microsoft Office for Students.

Contact MGCCC's IT Helpdesk for support if you have trouble at **helpdesk@mgccc.edu** or **1-855-343-9165**.



## NEED HELP OR HAVE QUESTIONS?

The Answer Center is available Monday – Friday, 8:00 a.m. - 5:00 p.m. to answer any college-related questions or direct you to the appropriate office for further assistance.

### Contact Answer Center

**[mgccc.edu/contact](https://mgccc.edu/contact)**  
228-896-2536 • [questions@mgccc.edu](mailto:questions@mgccc.edu)

Contact the MGCCC IT Helpdesk directly for issues relating to two-factor authentication; logging in to Web Services or Student Email; or logging in to the college Wi-Fi network.

### Contact IT Helpdesk

**[mgccc.edu/IT-helpdesk](https://mgccc.edu/IT-helpdesk)**  
1-855-343-9165 • [helpdesk@mgccc.edu](mailto:helpdesk@mgccc.edu)

Contact MGCCC Technical Support for issues relating to Canvas.

### Contact Tech Support

**[mgccc.edu/elearning/technical-support](https://mgccc.edu/elearning/technical-support)**  
1-855-308-2755