



HINDS COMMUNITY COLLEGE

Office of Admissions and Records
P.O. Box 1100, Raymond, Mississippi 39154
Phone: 601.857.3212 | Fax: 601.857.3539 | Email: records@hindscc.edu

Enrollment Verification Request

Date		Phone Number
<u>OR</u>		
ID Number		Social Security Number
First Name	Middle Name	Last Name

Please choose one of the following options:

I need a letter of good standing which includes the academic standing and the grade point average (requires the student's signature).

I need an enrollment verification letter which **does not** include the academic standing and the grade point average (**does not** require the student's signature).

I need a letter stating that I have never attended Hinds Community College.

Other _____

I will pick the letter up at the _____ campus.

Please mail the letter to: _____

Please e-mail the letter to: _____

Signature: _____

****In order to protect the privacy of student records, letter of good standing requests cannot be fulfilled without the student's written signature.****

Notice of Non-discrimination Statement
 In compliance with Title VI of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable Federal and State Acts, Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its educational programs and activities. The following have been designated to handle inquiries regarding these policies: EEOC Compliance: Sherry Franklin, Vice President for Utica Campus and Administrative Services, Box 1003, Utica, MS 39175; Phone: 601.885.7002 or Email: EEOC@hindscc.edu. Title IX: Randall Harris, Vice President for Advancement and Student Services, Title IX Coordinator, Box 1100 Raymond MS 39154; Phone: 601.857.3889 or Email: Titleix@hindscc.edu.

Edited 6.20.19