



FREQUENTLY ASKED QUESTIONS HACC NONCREDIT CLASSES

How do I register for a Noncredit class?

Methods of registration for Noncredit classes include fax, mail, telephone, in-person, or on-line. Contact the HACC Noncredit office nearest you for details: Gettysburg 338-1010, Harrisburg 780-2414, Lancaster 358-2901, Lebanon 270-5309, York 718-0328.

Who can register for Noncredit classes?

Advertised Noncredit classes are open to the general public. Some classes/programs may require prerequisites or a minimum or maximum age to participate. These requirements are included in the class description.

When can I register for a Noncredit class?

When a Noncredit class is advertised, registration is open to the public. The deadline for registration is:

- (1) until the class start date, or
- (2) other published registration deadline, or
- (3) until the class reaches maximum capacity, whichever comes first.

It is the individual College department's choice whether to create waiting lists for classes.

It is recommended you register promptly for a Noncredit class. Many classes fill up early. By waiting too long, you also run the risk of a class being cancelled without your enrollment.

Do I have to pay now? By what method can I pay?

Unless otherwise specifically stated, all Noncredit tuition and related class fees are due at the time of registration. Payment may be in the form of HACC accepted credit cards, personal check, money order, or cash. Tuition may be billed to third party payers (student employer) with a formal written authorization to bill request.

Are there any discounts for residency or for senior citizens?

No discounts are available for residency or for senior citizens.

Do I have to pay the HACC admission fee to take a Noncredit class?

No, the admission fee is only for people interested in taking Credit classes. You do not need to complete a HACC admissions application for Noncredit classes. Simply register by one of the above methods.

Why do you need my last four SSN, DOB, home address, full name, and phone numbers?

All Noncredit class participants are entered in our system as HACC students. Every class you take at HACC will appear on your official transcript. It is very important that we do not duplicate IDs. We need all your personal identification in order to thoroughly search 40+ years of records. Your confirmation letter will include your official HACC ID. This number, which begins with an "H", should be used to register for future HACC classes.

We mail a confirmation letter to every student and may need to contact you regarding a class change or cancellation. For this reason we need a current, accurate address and phone numbers.

Where should I park?

Noncredit students may park in any HACC public parking lot. A parking pass is not required. However, please do not park in restricted parking areas (handicapped, etc.) without proper authorization.

Do I need an ID card?

Noncredit students do not need, nor receive, a HACC ID card. Students who take both Credit and Noncredit classes will receive an ID card.

Where is my class held?

Upon registration, you will be given a confirmation letter which lists the class title, dates, times, instructor, and location. Please look over this confirmation letter and contact HACC Noncredit staff if you need clarification. It is recommended that you be sure of the classroom before you arrive at the campus, especially after hours, since there may be limited staff on hand to assist you. Some classes are held off-campus. In this case, you will be provided with a street address of the location on the confirmation letter. Please note: Your confirmation letter lists ALL Noncredit classes (past, current, future) you register for during the current fiscal year (July 1-June 30).

What about books for Noncredit classes?

In most cases, any books are included in the tuition and provided at the first class. If you need to purchase books separately, however, the title and ISBN will be indicated on the confirmation letter. Books are available from the HACC Bookstores.

Will I get a refund if the class cancels or if I drop out?

If HACC cancels a course, seminar, conference, or trip/tour, all paid participants will receive a 100% refund of tuition. In the event of a cancellation or class schedule change (other than inclement weather-related), the college will make every effort to notify all students enrolled in the class. We ask for day, evening, and/or other phone numbers for this reason.

All refund requests must be made in person, writing, or by telephone during normal working hours. Students requesting refunds prior to the first class meeting will receive 100% of all tuition and fees, with the following exceptions:

(1) Fees noted as nonrefundable.

(2) An earlier refund deadline is published for an individual course, seminar, conference, or trip/tour.

Mail or fax refund requests must be received in hand by Noncredit staff before the class start date or any earlier published refund deadline.

If we are not informed of nonattendance before the refund deadline, no refund will be issued. Unless otherwise specifically stated or approved, no refund will be issued after a class start date. We do not issue partial refunds in the event a student starts a class late or does not complete it.

Why would a class be canceled?

All classes have a maximum enrollment limit beyond which no additional students may be added and a minimum class size that must be reached before a class will be taught. These limits vary depending upon the nature of the class and the available instructional space. If the minimum class size is not reached, the class will be cancelled. If a class is cancelled, it is typically done so two to three business days before the class start date. It is important that interested parties register before that time.

A class may be cancelled due to a situation with an instructor or class location. Every effort will be made to reschedule the class in this circumstance. Students will be promptly contacted as soon as a problem becomes apparent.

HACC reserves the right to add or delete a course, change times, location, fees, instructors, or itinerary at its discretion.

We make every effort to contact a student when a class is cancelled or changed. It is important that you provide us with current phone numbers and/or e-mail addresses. We will leave phone messages if we cannot reach the student.

Can I use the gym, check out books from the library, or use the computer lab?

Only Noncredit students participating in sports/fitness classes may use the gym and only during their scheduled class time. Students must sign in at the gym's front desk before their class.

The computer lab is not open to Noncredit students.

A Noncredit student may use the HACC library, but cannot check out books.

The usage fee for these above facilities is included in Credit student tuition; Noncredit students are not charged this fee.

Why are some classes offered at one campus and not another?

Local interest, qualified instructor availability, and/or appropriate class location availability may all be factors as to why classes are held at particular locations instead of others. We are continually investigating new ideas and locales for classes. We appreciate any feedback or ideas you may have. You can e-mail such ideas to: wedinfo@hacc.edu.