



The Student Guide To

HACC, Central Pennsylvania's Community College

HACCWeb



September 2009

This document is also available at www.hacc.edu. From the homepage, select Current Students link (on the left side), Log-ins, and under HACCWeb, select the appropriate document.

What Is HACCCWeb?

HACCCWeb is a secure way to see information that is kept in the college's computer information system. The system will let you view certain information pertaining to your personal records, registration, financial aid, and other student records information. HACCC Web is also utilized by HACCC faculty and staff.

You have access to your information via the Web. Your advisor has access to some of your information via the Web. You are able to access information simply by logging on to the Internet anywhere it is available to you. If you do not have a computer, please be aware that computers are available for your use at the library and the open labs of any of the HACCC campuses. Most public libraries also have computers available for use.

How Do I Use HACCCWeb?

You can access the system through Internet Explorer 6.0.

NOTE: HACCCWeb is case sensitive.

1. Go to <http://www.hacc.edu>.
2. Click on the **HACCCWeb** link (located across the top on the right side of the main page) to get to the HACCCWeb Login Page.
3. Click on the **Enter Secure Area** link to get to the Login Page.
4. Enter your HACCCid as your **User ID**. Your HACCCid begins with an H followed by 8 numbers. Go to the Records or Registration Office at any HACCC campus if you don't know your HACCCid. You will need to show a photo ID to obtain your HACCCid.
5. Enter your **PIN**. (Your PIN is initially your date of birth as mmddyy [e.g. June 10, 1983 = 061083]. If your birth date is not on file with the College, the last 6 digits of your HACCCid is used as your initial PIN. You will be asked to change your PIN during your initial login. Your new PIN must be a 6-digit number, not your date of birth. **Your PIN will expire in 140 days. If you take on-line courses, WebCT/Blackboard also uses your HACCCid and PIN. Refer to Page 3 for instructions on changing your PIN.**
6. The first time you log in you will be asked to create a **security question/answer**. If in the future you forget your PIN you will be able to reset your PIN by answering the security question. To protect your privacy, select a security question that other people will not know the answer.
7. The first time you log in you will see a security page entitled: Terms of Usage. After you have read this page and agree with the conditions, press **Continue**.
8. Once you are logged in, from the main menu click on **Student Services and Financial Aid or Personal Information**.

*** Important Note ***

*For your security and privacy, when you are finished viewing your information, logout from HACCCWeb by clicking on the **exit** button on the upper right hand side of the computer screen, or click on "**File**" at the top left side of your screen and then click on "**Close**".*

Please note that there is a **help** link at the top of every web page if you want help with the registration process.

Can I Change My Personal Identification?

Yes. You can change your PIN at anytime after your first successful login. On the Welcome page, click on the "Personal Information" menu, choose "Change My PIN", and follow the instructions. **For security reasons you must change your PIN the first time you log on.**

When you change your PIN in HACCWeb, it will also be changed for access to WebCT/Blackboard. Please allow 30 minutes for the new PIN to be active on WebCT/Blackboard.



What If I Forget My PIN, Or Can't Get In?

If you forget your PIN, type in your HACCid in the User ID field and click on the **Forget PIN?** button. After you answer your security question press the Submit Answer button. If you answered the security question correctly, you will then create a new PIN. Remember that your PIN must be 6 numbers. Then press Reset PIN.

NOTE: While logging in if you are unsuccessful in more than 5 attempts your PIN will be disabled.

To have your PIN enabled by HACC personnel you will need to make the request in person and show a photo ID. Contact the Records or Registration Office at your campus to enable your PIN. More information about resetting of your PIN can be found on the FAQs listed on the HACC website at www.hacc.edu. Log in to HACCWeb, then select the link to FAQs.

What Services are Available in HACCWeb?

You can access services for students by clicking on:



Student Services & Financial Aid

- ◆ Registration
- ◆ Student Records
- ◆ Financial Aid



Personal Information

- Change My PIN
- Change My Security Question
- Submit a Change of Address or Phone
- View My Address and Phone
- View/Update My Email Address
- View/Update My Emergency Contacts
- Name Change Information
- Social Security Number Change Info
- Research Office Evaluations and Research
- Answer a HACC Survey
- View video of HACC meetings or special events

To go to the previous screen, use the ← **Back** button in the top navigation bar.

What Information Do I Find Under the Student Services and Financial Aid Heading?

HACCWeb will allow you to view a variety of information about your record. Listed below are the items you will see in HACCWeb.

Student Records:

In this section, you may view information on your student record. Click on "**Student Records**" then click on:

- View My Student Information
- View My Holds
- View My Midterm Grades
- View My Final Grades
- View My Academic Transcript
- Request Printed Transcript
- View Status of Transcript Requests
- View My Account Summary by Term
- View My Account Summary
- View My Contracts & Exemptions
- Pay directly from Bank Account
- Pay by Credit Card
- Tax Notification – 1098 Information
- Degree Evaluation
- View Catalog of Courses
- Apply to Graduate
- Monthly Payment Plan Application
- Enrollment Verification
- Realtime Bill (EBILL)

Registration:

In this section, you may view your current schedule or register for classes. Click on "**Registration**" then click on:

- First Choice Placement Testing and Orientation Scheduling
- Check My Registration Status
- Select Term
- Look-up Classes to Add
- Register/Add/Drop Classes
- Pay directly from Bank Account
- Pay by Credit Card
- Monthly Payment Plan Application
- Student Schedule by Day & Time
- Student Detail Schedule
- Enrollment Verification
- Veterans Benefits Request
- Health Careers
- Realtime Bill (EBILL)

Financial Aid:

In this section you may view information pertaining to your Financial Aid.

- My Overall Status of Financial Aid
- My Eligibility
 - Holds
 - Student Resources
 - Academic Progress
 - Academic Transcript
- My Award Information
 - Account Summary by Term
 - Award by Aid Year
 - Award History
 - Loan Application History
 - Student Aid Reduction and Cancellation Form
- E-Mail HACC Financial Aid Office
- Access Government Services

Step-By-Step Guide to Registering On-Line Using HACCWeb

You may need to have an advisor's approval (Advising Code formerly known as Alternate PIN) to register for courses. If you answer **yes** to any of the following questions, you must obtain an advisor's approval (Advising Code) prior to registering:

1. Are you a **new** student scheduling courses **full-time** for your 1st term at HACC? Yes No
2. Are you a first choice student scheduling courses for your 1st or 2nd term at HACC?
(You are a first choice student if you are scheduling classes in the Fall and/or Spring terms immediately following your high school graduation.) Yes No
3. Are you a **non-high school graduate** scheduling courses for your **1st term** at HACC? Yes No
4. Are you a foreign student (F-1 Status only) scheduling courses for your 1st term at HACC? Yes No
5. Are you an **accelerated or provisional high** school student at HACC?
(You are an accelerated or provisional student if you were granted permission to take HACC courses while still in high school.) Yes No
6. Are you on academic probation or suspension reinstatement at HACC? Yes No
7. Are you currently enrolled in one of these majors at HACC? Yes No

<i>Elementary Education K-6 (5100)</i> <i>Environmental Associate (3060)</i> <i>Environmental Specialist (3570)</i> <i>Health Sciences (359P)</i> <i>HRIM-Culinary Arts/Culinary Arts (1260/1261, 1580/1581)</i>	<i>Visual Arts-Graphic Design (2200,2840)</i> <i>Nuclear Medicine Tech (3630, 363N)</i> <i>Phlebotomy Technician (0390)</i> <i>Radiologic Technology (374P, 375P, 376P)</i> <i>Legal Assistant & Paralegal Studies Certificates (5300, 5301)</i>
--	--

8. Are you a new student scheduling courses **part-time for your 1st term** at HACC in any of these majors? Yes No
(If you answer yes to this question, you are not required to have your advisor's approval/advising code to register, but are **highly encouraged** to consult with your advisor anyway.)

<i>Administrative Office Specialist (1370, 1371, 1921)</i> <i>Architectural Technology (4170, 4470)</i> <i>Building Construction Technology (4250, 4510)</i> <i>CVT (0130, 013P, 3510, 351P, 3530, 353P)</i> <i>Dental Assistant (3200, 320P)</i> <i>Dental Hygiene (3490, 349P)</i> <i>Diagnostic Medical Sonography (354P)</i> <i>Electronic Engineering Tech (4310, 4580)</i> <i>Emergency Health Services Mgmt (3500)</i> <i>Executive Secretary (1920)</i> <i>Health Information Technology (3560, 356P)</i> <i>Health Science (359P)</i> <i>Industrial Maintenance (4260, 4710)</i>	<i>Mechanical Technology (4350)</i> <i>Mechanical Engineering Technology (4700)</i> <i>Medical Assisting (3210, 321P, 3240, 3520, 352P)</i> <i>Medical Laboratory Tech (3580, 358P)</i> <i>Nursing (3680, 368P)</i> <i>Paramedic (3330, 333P, 3690, 369P)</i> <i>Pharmacy (3280, 328P, 3850, 385P)</i> <i>Practical Nursing (3270, 327P)</i> <i>Radiologic Technology (3740, 3760)</i> <i>Respiratory Care (3890, 3920, 392P)</i> <i>Surgical Technology (3220, 322P, 3620, 362P)</i> <i>Technology Studies (4400, 4680)</i> <i>Ultrasound (3230, 323P)</i>
---	---

Approval to register may be granted by an advisor in two ways:

- 1) If registering online via the HACC Web, obtain the Advising Code (formerly the Alternate PIN) from your advisor prior to attempting online registration. Generally, the Advising Code will be given to you at the conclusion of your advising meeting.
- 2) If registering in person or by mail or fax, obtain your advisor's signature long with the Advising Code on the Enrollment Form (used for initial registration) or the Drop/Add/Withdrawal Form (used to make changes to your existing schedule). If you have obtained approval (Advising Code) to register or determined that you don't need approval to register, you may proceed to register online via HACCWeb.

Step-By-Step Guide to Registering On-Line Using HACCCWeb

Please follow these pre-registration steps in advance of attempting to register:

Pre-Step 1: Log on to HACCCWeb to ensure that you are able to do so.

- If you cannot remember your PIN, type in your Userid, leave the PIN field blank, and click on the Forgot PIN? button. If you answer your security question correctly, your PIN will be reset to your birth date. Remember that the answer is case sensitive. Your answer must match exactly how you answered it.
- If you cannot remember your security question answer or if you attempt to log on 5 times unsuccessfully, you will disable your PIN and you must have it reset by the Registration Office of the campus nearest you. See campus information listed below.
- To have your PIN reset: A) Come in person to the Records or Registration Office and supply a photo ID, B) Call the Registration Office at the campus you attend, or C) Fax/Mail a signed, written request to have your PIN reset. The request must include a photocopy of your driver's license or other officially issued photo ID, your HACCCid number, your current address and telephone number, and your date of birth. (see contact information on page 8)

Pre-Step 2: Contact the Registration Office if uncertain about the following instances which could prevent you from registering:

- Do you need an Alternate PIN? The Alternate PIN is the digital form of your advisor's signature which is provided to you at the conclusion of your one-on-one advising appointment.
- Do you have holds i.e. financial obligation, TRDW?
- Do you have a restrictive academic standing i.e. academic probation or suspension?
- Is your student status inactive i.e. graduated, need to reapply for admission?

Pre-Step 3: Choose the courses you need to take and have the Course Reference Number (CRN) on hand when you do register.

Pre-Step 4: Submit override authorizations to the Registration Office. If your advisor and/or an instructor signed an override on the back of the Enrollment Form or on the Drop/Add/Withdrawal (DAW) Form, it must be entered on your record prior to attempting to register. To have the electronic override entered, either come in person to the Registration Office of the campus nearest you and present the signed form or fax/mail the form to the campus you attend, written request to have the overrides entered.

Step-By-Step Guide to Registering On-Line Using HACCCWeb

- Step 1:** Go to www.hacc.edu. Click on the HACCCWeb link (*top of the page on the right side*), & then Enter Secure Area. **Attention: If you already have established your HACCCWeb log-in account, skip to Step 6.**
- Step 2:** Read the instructions, and then type in your Userid (*which is your HACCid*) and your PIN (*which is your birth date in this format: MMDDYY*), then click the Login button
- Step 3:** Change Your Pin Now (*6 numbers only, may not re-use DOB*), then click the Login button.
- Step 4:** Type a security question and answer. (*When you log in at a later time, if you forget your PIN number you can type your Userid, and then click on Forgot PIN and by answering your own security question, you can login. You will immediately be prompted to change your PIN.*)
- Step 5:** Read the Terms of Usage and click continue. (*If you don't agree to the terms, you will not be able to proceed.*)
- Step 6:** **Welcome to HACCCWeb!** Click on the Student Services and Financial Aid Menu link.
- Step 7:** Click on the Registration Menu link.
- Step 8:** Click on the Check My Registration Status Menu link and review the information to assure you are able to register, and to verify your major, click Back in the Menu bar.
- Step 9:** Click on the Register/Add/Drop Classes Menu item. If prompted, choose your educational goal, & then click Survey Complete. If you have been assigned an Alternate Pin, you will be prompted to enter it.
- Step 10:** **Read the Register/Add/Drop Classes page thoroughly.** Add courses by typing the CRN numbers in the spaces provided and clicking the Submit Changes button. (*Refer to HELP in the upper, right corner of the page for details and error resolution.*)
- Step 11:** Click on the Student Detail Schedule link at the bottom of the Register/Add/Drop Classes page. Print and keep a copy of the Student Detail Schedule page as confirmation of your registration.
- Step 12:** Click on the Account Summary by Term link at the bottom of the Student Detail Schedule page. This is your bill. Print and keep a copy of this page.
- Step 13:** Pay your bill in full by the due date noted at the top of the Register/Add/Drop Classes page. You may pay online by choosing the Method of Payment link you prefer at the bottom of the Account Summary by Term page.

QUESTIONS?

If you encounter problems using HACCWeb, check the Help link located at the top of each page. If the Help text doesn't answer your question, please check the HACC ID FAQs found on www.hacc.edu, Student Services link (across the top of the main page), Registrar link, HACC ID FAQ's link (left side).

If your question is still not answered, please contact the campus you attend for assistance:

HACC, Gettysburg Campus
Registration Office
731 Old Harrisburg Road
Gettysburg, PA 17325
Phone: (717) 337-3855
Fax: (717) 337-3015

HACC, Lancaster Campus
Registration Office
1641 Old Philadelphia Pike
Lancaster, PA 17602
Phone: (717) 358-2966
Fax: (717) 358-2951
lanwebreg@hacc.edu

HACC, Lebanon Campus
Registration Office
735 Cumberland St
Lebanon, PA 17042
Phone: (717) 270-6314
Fax: (717) 270-6385
lebwebregistration@hacc.edu

HACC, Harrisburg Campus
(includes Midtown & Virtual)
Registration Office
One HACC Drive
Harrisburg, PA 17110-2999
Phone: (717) 780-2378
1-800-ABC-HACC x2378
Fax: (717) 231-7674
registration@hacc.edu

HACC, York Campus
Registration Office
2010 Pennsylvania Ave
York, PA 17404
Phone: (717) 718-0328
Fax: (717) 718-8967
yorkwebreg@hacc.edu

For connectivity issues, please call the HACC Help Desk:

HACC Help Desk: 717-780-2570 or 1-800-ABC-HACC, ext. 2570.

Help Desk Hours are:
Monday through Friday 7:30 am to 5:00 pm
Saturday and Sunday 8:00 am to 6:00 pm