

# 221 MAIN CONNECTION

News from Advising, Career, Counseling, and Disability Services



## SPRING REGISTRATION OPENS SOON!

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### SPRING CLASSES ARE POSTED ONLINE

#### REGISTRATION DATES:

October 26th—Priority registration for Veterans.

November 2nd—Priority registration for current students.

November 9th—Registration begins for new students.

Search class availability on HACC.edu, and don't forget to meet with your advisor!

## Have you met with your advisor?



### KPETS THERAPY DOGS

EAST LOBBY  
11:00-1:00 & 4:00-6:00 PM  
DECEMBER 2 & 3



Sponsored by the Office of Counseling & Advising, Main 221, Lancaster Campus, 388-2988

HACC Lancaster Campus

Feeling Stressed by Finals?

Let KPETS therapy dogs help you!

Therapy Dog Demonstrations



Do you want to make a difference?  
Consider a health career profession!



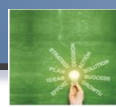
## Health Careers Exploration Day

Wednesday, October 7, 2015

9-11AM EAST 203

Interested in pursuing the healthcare field?  
Plan to attend this event where you will have the opportunity to explore a variety of health care options, hear from current healthcare professionals, and see interactive demonstrations!

For more information, contact Career Services at 358-2290 or by email at [careerlanaster@hacc.edu](mailto:careerlanaster@hacc.edu)



Explore Discover Connect

## GET THE MOST OUT OF ACADEMIC ADVISING!

Here are some helpful tips to prepare for your appointment to see your assigned Counselor or Advisor:

Print a Degree Evaluation.

What is a Degree Evaluation?— a computer analysis of your progress towards a certificate or degree. It is a record of the courses you have taken, how they fit into your chosen program of study, and includes other information such as your current GPA and courses you may have transferred in from other college or universities.

⇒ You can run a Degree Evaluation from the Student Tab in MyHACC.

Click on “Degree Evaluation” in the “Student Success” box under “Advising and Counseling”. Follow the prompts, then select “Generate New Evaluation.” Select “Student Degree Evaluation Results” on the display options page to print the Degree Evaluation.

⇒ If you are considering changing your major, you can run a Degree Evaluation to see how the courses you have taken will fit into the new major.

You will still run a Degree Evaluation as explained above, but instead of selecting “Generate New Evaluation,” you will select “What-If Analysis.” From there, you will use the pre-selected entry term, then select the new major, the campus you want to attend, and use the “Add More” button if the new major has additional concentrations (applies to Criminal Justice, CIS, Hospitality Management, Communications, and Web). Then you can print the Degree Evaluation for the new major by selecting “Student Degree Evaluation Results.”

If you have any questions about running the Degree Evaluation, please come to 221 Main and ask one of the friendly people at the front desk for assistance.



## Why Placement Testing?

Some students think that placement testing is part of the admission decision process for HACC. It is not. The simple truth is that HACC is an open admissions college which means that everyone who applies is accepted - with very few exceptions. Open admissions is part of the Pennsylvania Code, the rules that dictate how HACC and the other thirteen PA community colleges operate.

Some colleges require an attainment of certain SAT (Scholastic Aptitude Test) scores, letters of recommendation, interviews and/or other requirements in order to be admitted. These colleges are considered selective admissions colleges because they only accept certain students that meet their criteria. Due to selective admissions, these colleges’ student body is more homogeneous in that their students will possess similar reading, writing and math abilities. For instance, Harvard University, a highly selective college, has students who generally earned 700 or above in their critical reading, writing and math scores on the SAT.

As an open enrollment college, HACC does not require SAT scores, letters of recommendations, interviews, etc. As a result, in some ways HACC has more diversely-skilled students than a selective admissions college. Some students are high school drop-outs while others have recently completed high school or their GED’s. Others have been raising children and/or working and have been out of school for a few or many years prior to coming to HACC. Still others have taken a course or two at another college or vocational program prior to starting HACC. Consequently, skill levels differ significantly.

With this multitude of backgrounds, HACC’s task is to help students be successful by grouping students with similar reading, writing and math skills in these classes so that they can increase their skills. *Placement testing is the method used to determine current skill level.* Without placement tests, students might take courses that were too easy for them or, on the other hand, too hard. For instance, a student who never had algebra in high school would most likely find college algebra too difficult, just as a student who had pre-calculus in high school would most likely find beginning algebra too easy. Providing instruction at the right level in order for the student to increase his/her skill level is the aim. Students who have questions about their placement test results should consult their counselor/advisor.

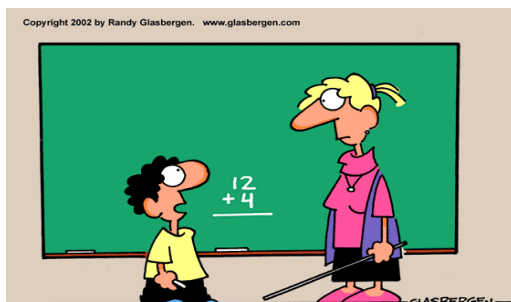
## Is Math Learning Impossible?



Doing math can be challenging but not impossible. What's pervasive in our culture are the negative attitudes towards math and lack of discipline in doing math -- they are deeply entrenched; they are the fortified barriers against math learning. We can either do nothing, turn back, continue to believe we can't do math and unable to achieve our goals; or we can determinedly overcome these negative attitudes and beliefs, and do whatever it takes to accomplish our goals by changing the way we think and go about learning math.

FYI - DrJoyinMath.blogspot.com features funny quips and quotes and, sometimes, serious take on math and math learning. In this blog, Dr. Joy shares her personal reflections from lessons/insights learned from her students & on teaching math. As appropriate, she shares her students' personal reflections based on their math stories (autobiographies) and their math learning journey in her FS107 class, Developing Confidence & Skills in Math.

As you read and view the stories, quotes and/or pictures, we invite you to share your thoughts and join the conversation on how we can increase appreciation for math and math learning!



"Do I get partial credit for simply having the courage to get out of bed and face the world again today?"



### HACC LANCASTER CAMPUS Student/Alumni Networking Dinner for

#### Business & Communication Majors

Thursday, November 12th, 5:30PM-7:30PM  
Main Building, Room 222

As a student in the business or communication majors, you are invited to this networking dinner in order to meet & interact with alumni, and successful community business leaders.

**There is no fee for dinner, however pre-registration is required.**

**Please register by October 30th.**

Contact Cindy Lucarelli, Executive Assistant  
at [calucare@hacc.edu](mailto:calucare@hacc.edu)

**THIS IS A WONDERFUL NETWORKING OPPORTUNITY!**

Questions about the student/alumni networking dinner can be directed to career services

at 358-2290, or email to [careerlan Lancaster@hacc.edu](mailto:careerlan Lancaster@hacc.edu).

*This event is sponsored by the Lancaster Campus Vice President's Office, Career Services and HACC Alumni Association.*



### CAREER SERVICES—Fall 2015 Workshop/Event Schedule



**Career Services ~ On The Go!** – "Explore, Discover and Connect" - learn more about career services and what's available, or stop by with your career-related questions.

Monday, October 5	11:00-12:00	East Lobby
Wednesday, October 14	1:00-2:00	East Lobby
Wednesday, November 4	5:00-6:00	East Lobby

**Special Event: "Health Careers Exploration Day"** - Interested in pursuing the healthcare field? Plan to attend this event to explore a variety of health career options.

Wednesday, October 7	9:00-11:00	East 203
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**Revitalize Your Resume Review ~ On The Go!** – In a hurry and need your resume critiqued? Stop by the table in East Lobby for feedback on your resume from Career Services staff.

Thursday, October 15	1:00-2:00	East Lobby
Wednesday, October 21	12:00-1:00	East Lobby
Monday, November 16	10:00-11:00	East Lobby
Tuesday, December 1	2:00-3:00	East Lobby

**Resume Writing Workshop** – Get help designing an effective resume or get answers to your resume questions.

Wednesday, October 28	12:00-1:00	Main 305
Wednesday, November 18	5:00-6:00	Main 305
Thursday, November 19	1:00-2:00	Main 305

**New! Tips for Successful Networking**—Developing professional contacts can be a key component to gaining valuable opportunities. Attend and learn more about the power of networking!

Tuesday, October 6	1:30-2:30	Main 305
Wednesday, October 21	5:00-6:00	Main 305

**Preparing for the Interview Workshop** – Learn what employers are looking for, how to relax, develop an effective job search strategy, and more!

Tuesday, October 22	5:00-6:00	Main 305
Monday, November 23	12:00-1:00	Main 305



Contact HACC Lancaster Career Services for more information. Main 221, 717-358-2290, [careerlan Lancaster@hacc.edu](mailto:careerlan Lancaster@hacc.edu)

Let us help you start to Explore, Discover, and Connect!!!

**DrJoyinMath.blogspot.com**

## 3 Most Common Cover Letter Mistakes And Tips on Crafting an Effective Cover Letter

A cover letter is a short business letter that should accompany your resume and serve as an introduction to it. Each time you send out your resume always include a cover letter to the prospective employer indicating the specific position you are applying to.

Your cover letter should inspire the employer to consider you seriously as an applicant and allow you to show how your skills and abilities will benefit their company. You want to keep your cover letter professional.

Keep in mind the following three common cover letter mistakes and do not repeat! This will increase your chances of not being “screened out” during this job search process.

### #1 -- Not addressing letter to a named individual.

Letters addressed to job titles ("Dear Personnel Director") are poorly received, but even more disdained are those old salutations "Dear Sir or Madam" and "To whom it may concern." Best to call the company and find out the name of the individual to whom to write.

### #2 -- Failing to be proactive by requesting an interview.

If you want an interview, ask for it. Take the initiative in your letter to ask for the interview, tell the employer in the letter that you will follow up, and make certain you actually do follow up in the time you had indicated.

### #3 -- Telling what the company can do for you rather than what you can do for the company.

The employer wants workers who show initiative, can solve problems, and will be productive. Far down on the employer's list of priorities is their concern with helping you gain experience or further develop your skills. You always need to focus on telling the employer how you can contribute to their organization's success.

### THE FOLLOWING ARE ADDITIONAL TIPS TO HELP YOUR COVER LETTER DO WHAT IT IS INTENDED TO DO:

- **Explain why you are sending a resume** – don't make the employer guess what you are interested in applying for.
- **Tell specifically how you learned about the position or the organization** — a flyer posted in your career center, a web site, a family friend who works at the organization. It is appropriate to mention the name of someone who suggested that you write, especially if they are a valued employee.
- **Convince the reader to look at your resume** -The cover letter will be seen first so it must have impact. It must be very well-written and targeted specifically to that employer.
- **Call attention to elements of your background** — education, leadership, skills, experience — that are relevant to the position you are seeking. Be as specific as possible, using examples but do not reiterate everything that is in your resume.
- **Reflect your attitude** - personality, motivation, enthusiasm, and communication skills.
- **Provide or refer to any information specifically requested** - in the job advertisement that might not be currently covered in your resume, such as availability date, specific skills being requested or perhaps a request for salary requirements or attaching the requested college transcript or writing sample.
- **Indicate what you will do to follow-up** –and be certain to follow-up in the time you have indicated.

Finally, please remember to keep copies of everything that you send to aid in your follow-up. The follow-up phone call or email will let the employer know that you are really interested in meeting them and learning more about the position.

For additional cover letter and resume tips or to have your materials reviewed, be certain to schedule your appointment with the career services staff. Good Luck!



# TOP FIVE Interview Mistakes

Interviews can be a daunting experience, especially for those who are not prepared. The more prepared you go into the interview, the more likely you will be able to put your “best foot forward”.



As you prepare for your next interview, please keep these common interview mistakes in mind and be certain not to repeat. This will help to ensure a successful interview and one where you will be leaving a positive impression and increasing the likelihood of your chances of getting a call back with a job offer.

## #1 – Mishandling First Impressions –

First impressions really do count. Turning up late, not apologizing for lateness, not dressing appropriately, chewing gum, not turning off mobile phones, having a “soggy/weak” handshake, or just a complete lack of social skills are all surprisingly common. This can lead to the interviewer disliking the candidate from the beginning. *Instead*, be polite, business-like, friendly, attentive and appropriate throughout the interview and this will put you in a “good light”.

## #2 - Poor Preparation-

The interview is about finding the right fit. Make certain you have researched the company and know something about both the company and the position for which you are applying. The employer needs to see your enthusiasm and interest in the position. Plus, remember that you want to make certain that this employment opportunity is a good choice for you too! Be prepared to ask questions about the position to aid in your decision.

## #3 – Lying –

“Bending the truth” regarding the reason you left a past job or “claiming more credit” for an achievement than was actually the case is never a good idea. While it may be common for some to exaggerate on resumes, it is wrong to downright lie on them and lying is a “surefire” way of compromising a job offer. Once uncovered, it will damage the candidate’s integrity and the further down the line the lie is discovered the greater the consequences become.

## #4 – Answering Questions Badly –

This could mean talking for too long—or not long

enough, showing poor listening skills or not asking the interviewer to clarify a specific question. You should know the typical job questions that are asked and come prepared to answer them. Give answers that are on point and lean slightly forward maintaining appropriate eye contact as you respond.

## #5 – Leaving the Interview Without Knowing Next Steps –

You need to know what happens next in the process. Asking questions like, “When do you anticipate making a decision?” or “When should I expect to hear from you?” are completely appropriate. Finally, if you are really interested in the position be certain to tell the employer before leaving.

*Information compiled from [www.careerbuilder.com](http://www.careerbuilder.com)*

## Explore Your Career with Career Coach!

Welcome to HACC’s [Career Coach](#), a technology program that is completely **YOURS** to help you explore careers and “begin with the end in mind.”

This helpful tool will assist you in looking ahead and planning for your future. Students who set goals, plan for the future and take early steps toward developing themselves professionally are typically more successful when graduation arrives.



In [Career Coach](#), you can:

- Research careers
- Learn what jobs are in demand in South Central Pennsylvania
- See how occupations tie into specific majors at HACC
- Begin to map out the path toward your future career
- Build your resume

If you do not know what you hope to do for a career, [Career Coach](#) can help with that decision, too!

By completing assessments in [Career Coach](#), you can start to link your interests and skills to possible careers that may be a good fit for you. The assessments are also helpful if you are a current HACC student and want to explore changing majors or other career fields.

We care about YOUR success—academic success, career success and personal success. Please use this **FREE** resource to help you take the first step on your journey to reaching your goals. We look forward to being your partner on that journey.

Access [Career Coach](#) online at  
<https://hacc.emsicareercoach.com/>

# Greetings from HACC's Transfer Counselor!



Hello! I hope that your Fall 2015 semester is off to a fantastic start! Whether you are a new student to HACC, or you have been here for a semester or more, it is now time to buckle down and re-energize for the remainder of the semester.

If you are planning to transfer to a college or university after HACC to pursue a bachelor's degree, this requires some planning. Please see below for a reminder check – off list of things to think about as you start off the new semester as a transfer student.

- ✓ Visit the Counseling & Advising Center in Room 221, Main to become familiar with the transfer resources available. Free college catalogs/literature/transfer guides/handouts/Dual Admission applications and more!
- ✓ Research the advantages of signing up for the Dual Admission Program (DAP). HACC now has DAP agreements with 17 different colleges & universities!
- ✓ Visit the HACC transfer webpage to research information regarding 80+ colleges & universities!  
[www.hacc.edu](http://www.hacc.edu) > Transferring from HACC (at bottom of page).
- ✓ Visit college/university websites and sign up for admissions mailing lists so you are aware of upcoming events (i.e., Open House) and application materials.
- ✓ Research Transfer Scholarships! Visit your schools of interest.
- ✓ **Plan to attend the Fall 2015 Transfer Day on Wednesday, November 11<sup>th</sup>. The event is from 10am – 1pm in Room 203, East Building.** We are expecting representatives from 50+ colleges & universities where you can conveniently obtain useful transfer information from your favorite schools!
- ✓ Stop by the “TAGO! ~ Transfer & Advising to Go” table in the East Lobby – look for the list of dates/times posted in this newsletter.
- ✓ Schedule an appointment NOW with your counselor or advisor to discuss your transfer plans and what courses to select for the upcoming Spring 2016 semester. Priority Registration for current students begins on November 2<sup>nd</sup> and registration for new students will begin on November 9<sup>th</sup>. **PRIORITY REGISTRATION FOR MILITARY/VETERAN STUDENTS WILL BEGIN ON OCTOBER 26TH!**
- ✓ Take note that the Counseling & Advising Office is located in Room 221, Main Building, and the phone number is (717) 358-2290 or (717) 358-2988.

I hope this information is helpful to you. I encourage you to take advantage of ALL of the resources that the Counseling & Advising Office has to offer. It is my hope that you have a wonderful and successful fall semester. Please stop by to say “hello” & Happy Transfer Planning!

Warm Regards,

*Jennifer Alleman, M.S.*

(Transfer Counselor)

## Planning to Transfer?

Planning to transfer? Then you don't want to miss out on the Fall 2015 Transfer Day coming up on Wednesday, November 11<sup>th</sup>! The event will take place from 10am – 1pm, in Room 203 of the East Building. There will be representatives from over 50 colleges and universities here on campus to answer your transfer questions. This is a convenient opportunity for you to meet with college admissions staff so that you can research important information regarding the transfer process. Learn about admissions requirements, academic programs, financial aid, scholarships, housing, extracurricular activities, and more.

Not sure what questions to ask? Here is a list just for you!

- ⇒ When should I apply? Is there an application deadline?
- ⇒ Do you have my major?
- ⇒ How many of my credits from HACC will transfer?
- ⇒ What is the minimum number of credits required to transfer? Is there a maximum number that you will accept?
- ⇒ How much is tuition? Room & board?
- ⇒ What scholarships do you have available for transfer students?
- ⇒ Does your college have an articulation agreement with HACC, for example, Dual Admission?
- ⇒ What is the student enrollment?
- ⇒ What support services do you have for physical or learning disabilities?
- ⇒ Housing for transfer students?
- ⇒ Where do I send my HACC transcripts?
- ⇒ How many transfer students do you accept?
- ⇒ What is the faculty to student ratio?

For questions regarding Transfer Day, or to schedule an appointment to discuss your transfer plans and spring course selection, stop by Room 221, Main or call 717.358.2290. Please see the back of this newsletter for the latest list of schools who have registered to attend.

**HOPE TO SEE YOU THERE!**

## TRANSFER REPRESENTATIVES VISITING HACC LANCASTER CAMPUS

### Elizabethtown College:

Tuesday, Oct. 20, 4:30-6:00PM, East Lobby  
Tuesday, Dec. 01, 4:30-6:00PM, East Lobby

### Harrisburg University of Science & Technology

Monday, Oct. 5, 10:00-2:00PM, East Lobby  
Tuesday, Nov. 3, 10:00-2:00PM, East Lobby

### Millersville University:

Monday, Oct. 19, 11:00-1:00, East Lobby  
Monday, Nov. 16, 11:00-1:00, East Lobby

### Penn State-Harrisburg:

Monday, Oct. 5, 10:00-2:00, East Lobby

### Wilmington University:

Monday, Oct. 5, 10:00-1:00, East Lobby  
Tuesday, Nov. 3, 10:00-1:00, East Lobby  
Thursday, Dec. 3, 10:00-1:00, East Lobby

TRANSFER DAY, NOVEMBER 11, 2015  
10:00 – 1:00 EAST BUILDING

# TAGO!



## TRANSFER & ADVISING ON THE GO!

- Quick question for your counselor regarding course selection for the upcoming semester?
- Planning to transfer to another college after HACC?

Stop by the TAGO Table to ask your transfer and advising questions.

Learn how to access HACC's transfer website and speak with a transfer counselor about college searches, effective transfer strategies, and more.

Wednesday, Oct. 14,  
4:00-6:00

\*

Thursday, Oct. 29,  
11:00-1:00

\*

Monday, Nov. 9,  
11:00-1:00

East Lobby

For more  
information contact  
Transfer Services  
Main 221



Representatives from the schools listed will be available to answer your questions about their transfer requirements.

Albright College – Lancaster  
 Arcadia University  
 Bloomsburg University  
 Cabrini College  
 Carlow University  
 Cedar Crest College  
 Central Penn College – Lancaster  
 Central Penn College  
 Clarion University  
 Drexel University  
 East Stroudsburg University  
 Eastern University  
 Eastern Mennonite University at Lancaster  
 Elizabethtown College  
 Elizabethtown College, Lancaster Center  
 Franklin & Marshall College  
 Gwynedd Mercy University  
 Harrisburg Univ. of Science & Technology  
 Immaculata University  
 Indiana University of Pennsylvania  
 Johnson & Wales University  
 Kutztown University  
 Lancaster Bible College  
 La Roche College  
 Lebanon Valley College  
 Liberty University  
 Mansfield University of Pennsylvania  
 Marywood University  
 Messiah College  
 Millersville University  
 Peirce College  
 Penn State University - Berks  
 Penn State University – Harrisburg  
 Penn State University – York  
 Pennsylvania College of Health Sciences  
 Pennsylvania College of Technology  
 Shippensburg University of PA  
 Stevenson University  
 Susquehanna University  
 Temple University  
 Temple University – Fox School of Business  
 University of Delaware  
 University of Maryland, College Park  
 University of Pittsburgh at Bradford  
 University of Pittsburgh at Greensburg  
 University of the Sciences  
 Villanova University  
 Washington & Jefferson College  
 West Chester University  
 Widener University  
 Wilson College  
 Wilmington University  
 York College of Pennsylvania

10/02/2015

# Fall 2015 TRANSFER DAY

**Date: Wednesday, November 11, 2015**

**Time: 10:00 AM—1:00 PM**

**Location: Lancaster Campus,  
Room 203, East Building**

For more information call 358-2290

## OPEN HOUSES & INFO SESSIONS

### AT TRANSFER SCHOOLS

(contact each school for open house schedule information)

Arcadia University .....	Oct. 18, Nov. 14, Dec. 6
Bloomsburg University.....	Oct. 24
Cabrini College.....	Oct. 24, Nov. 15
Carlow University.....	Oct. 25, Nov. 22, Dec. 5
Eastern University.....	Oct. 12, Oct. 31, Nov. 16
Elizabethtown College.....	Nov. 14
Elizabethtown College – Lancaster Center.....	Oct. 15
Harrisburg Univ. of Science .....	Oct. 12, Nov. 11
Immaculata University.....	Oct. 6, Nov. 3
Indiana University of Pennsylvania.....	Oct. 10, Nov. 7
La Roche College .....	Oct. 26
Mansfield University of PA.....	Nov. 7, Mar. 9
Marywood University.....	Oct. 24, Nov. 14
Messiah College.....	Oct. 12, Oct. 31
Millersville University.....	Most Tuesdays & some Fridays, <a href="http://www.millersville.edu/admissions/undergrad/visit/">http://www.millersville.edu/admissions/undergrad/visit/</a>
Penn State Harrisburg .....	Oct. 17
Penn State York .....	Oct. 24
PA College of Health Sciences .....	Oct. 10, Nov. 21
Shippensburg University .....	Oct. 24, Nov. 21
Stevenson University.....	Oct. 17
Susquehanna University.....	Oct. 12, Nov. 7
Temple University.....	Oct. 3, Nov. 8
University of Delaware.....	Oct. 17
University of the Sciences.....	Oct. 17, Nov. 14, Dec. 6
Villanova University.....	Oct. 20
Widener University.....	Oct. 10, Nov. 21, Jan. 30, Apr. 16
Wilson College .....	Nov. 7
Wilmington University.....	Oct. 22
York College.....	Transfer Tuesdays