



# Career Services & Transfer Services Updates

To inquire about  
Career services,  
or Transfer  
services, stop by  
Room 327 Main  
or call  
(717) 358-2290

To better serve you, Career & Transfer are now separate services!

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## A New Year... A New, MORE Prepared and Professional YOU!

A New Year for many, brings New Year's resolutions. These resolutions often come in the form of health or fitness goals or perhaps a focus on financial and savings plans. But, what about your professional career goals? Where do these fit in? **Should an opportunity arise, will you be prepared?**

This year, Career Services would like you to take a moment to get your professional career goals in order.

Here are some things to consider:

- Make certain to have a well-developed and updated resume. If you have recently obtained a new job, received a promotion, or have taken on additional responsibilities in your current position, be certain to update your resume to reflect this. Be certain that both your resume and cover letter are "skill focused". Modify and target your information to the position for which you would be interested in applying.
- Assemble a list of references; individuals who will say positive things about you and your work.

- Always be certain to have their advanced approval and continually keep them updated on your professional plans so they are prepared to provide that excellent reference when asked.
- Network with friends, family and colleagues. Seek their support and feedback regarding job opportunities. You never know when or where an opportunity will arise.
- Volunteer or join an affiliation that is aligned with your personal values and goals. This may also allow you to expand your network of professional contacts.
- Purchase one or two professional pieces to add to your wardrobe. Now is a good time to visit local thrift and consignment shops for professional wear as others are cleaning out their closets to make way for new apparel. Remember the importance of the image you reflect in the professional environment.

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**We can help you put your path in motion . . .**



## Introducing Pennsylvania's Premier Career Exploration and Job-Matching Website!

Knowing what you want to study when you begin your college career can leave you with lots of questions. Am I choosing the right major? Will I enjoy it? Will I be able to get a job in my field upon graduation? Add to that the need in the not-too-distant future to actually begin the post-college job search and you may start to feel completely overwhelmed.

Launched in 2012 by the Pennsylvania Department of Labor & Industry, this job-matching website, [www.jobgateway.pa.gov](http://www.jobgateway.pa.gov) can help alleviate many of your career concerns and put you on a path for success.

**On [jobgateway.pa.gov](http://jobgateway.pa.gov), you can access PA Career Coach, where simply entering your area of interest and a zip code provides you with labor market information on training, wages, career track and available jobs.** Unsure of your career path, you can even complete and career inventory and explore results.

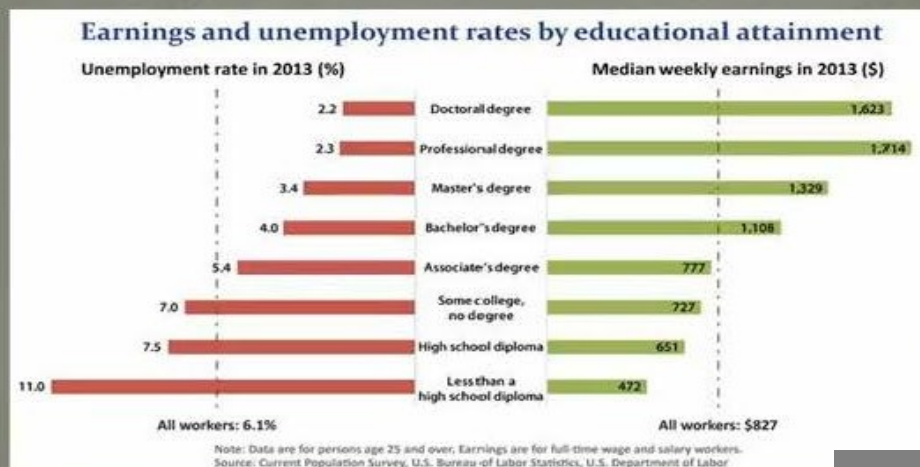
For those looking for work immediately, you can also search for real-time job postings on JobGateway. Employers also use the site to not only post jobs, but actively search for candidates too.

JobGateway adds new features every six weeks to provide users with the latest available technology and information. The most recent innovation is the addition of **Big Interview**. If you're not sure about how you will come across in job interviews in your chosen field, **Big Interview** offers you the option of creating and recording an occupation-specific mock job interview. You can upload your interview and send it to professors, friends and family for their feedback. Or, simply delete it and practice again. You can practice as many times as you want and be prepared for every interview. The mock interview is just one more feature that JobGateway offers users to help them succeed.

JobGateway is easy to use, free, and available in both a standard web and mobile-optimized format. Visit the site and get started on your search today!

On [jobgateway.pa.gov](http://jobgateway.pa.gov), you can access **PA Career Coach**, where simply entering your area of interest and a zip code provides you with labor market information on training, wages, career track and available jobs.

## What is the value of a college education?



A new study out shows that despite the rising costs of a college education, it still pays off!!!

# Pennsylvania's Fastest Growing Occupations Requiring an Associate Degree

One of the most important factors in career research is being aware of current trends and changes within the workforce. Many HACC students have questions such as: "What are the best fields to pursue?" "How will I know that I can get a job?" These are, of course, very important and relevant questions for a new college student. However, in Career Services, we caution students on relying too much on trends and hearsay. It is *vitaly important* that a student also spends time becoming well versed in his or her strengths, interests, abilities and personality. This way, a student can balance interests with current trends to make a solid career decision.

Another important factor is in knowing where to get the most reliable information on career trends, and how to properly review the information presented. A reliable source of information is America's Career InfoNet – [www.acinet.org](http://www.acinet.org). There is a plethora of information on this website. To find the 25 fastest-growing occupations in Pennsylvania that require an Associate's Degree, follow these steps:

1. Go to [www.acinet.org](http://www.acinet.org)
2. Click Browse Occupations
3. Click Fastest Growing Occupations
4. Select level of Education
5. Select State – PA

This will give you a list of the 39 fastest growing occupations. In review of the list, it is important to be aware of a few factors. **The projections are from 2012 to 2022, and the jobs are ranked based on the percent of change.** For example, the first listing is "Diagnostic Medical Sonographers". This position needed 2640 people in 2012 state wide and is projected to need 3600 people in 2022. This is a change of 36%. Therefore, this job is ranked number one on this list. There will be 960 jobs available in 2022 throughout the state of PA, not just here in Lancaster County. So, it is important to look at both the percentage of increase and the number of actual jobs that

are projected to be available to have a clear understanding of trends.

In review of the number of jobs to be available, and also the percentage of jobs on an increase of 18% or higher, the following is a list of occupations to consider:



1. **Diagnostic Medical Sonographers** – projected openings 2022 – 3,600
2. **Physical Therapist Assistants** – projected openings 2022 – 5,370
3. **Cardiovascular Technologists and Technicians** – projected openings 2022 – 3,590
4. **Occupational Therapy Assistants** – projected openings 2022 – 3,010
5. **Medical Equipment Repairers** – projected openings 2022 – 3,260
6. **Respiratory Therapists** – projected openings 2022 – 6,190
7. **Veterinary Technologists and Technicians** – projected openings 2022- 4,380
8. **Paralegals and Legal Assistants** – projected openings 2022 – 10,740
9. **Registered Nurses** – projected openings 2022 – 150,260
10. **Dietetic Technicians** – projected openings 2022 – 1,130
11. **Nuclear Technicians** – projected openings 2022 – 590

*Again, the list above is ranked on the basis of the number of projected job openings and is not a list of the occupations with the most openings.*

**We encourage you to log onto America's Career InfoNet – [www.acinet.org](http://www.acinet.org) to review the complete list!**

HACC offers training in many of the occupations listed above, and others! We can assist students in completing general education course requirements and help to prepare for transfer. Consult the career services office to review the training requirements and to discuss your personal interests today.



**Come to the next workshop regarding some FREE resources available to assist you with career direction using Focus 2.**

**Wednesday,  
Feb 11<sup>th</sup>, 5:00pm  
Room 307 Main**



**15<sup>th</sup> Annual Lancaster Campus Job Fair**



## SPRING JOB FAIR!

**Wednesday, March 18<sup>th</sup>**  
*and*  
**Thursday, March 19<sup>th</sup>**

10AM—1PM

HACC's  
Lancaster Campus

**East Building-Room 203**

*different employers each day*



**Continued from Page 1, A New Year... A New MORE Prepared and Professional YOU!**

- Practice interviewing. Review some of the most common asked questions and consider your responses to them. Think about how you might be able to offer concrete examples to each of the questions. PA Job Gateway ([www.jobgateway.pa.gov](http://www.jobgateway.pa.gov)) has a module called **Big Interview** where you can receive tips on how to answer interview questions and then *practice interviewing* in a mock virtual interview.
- Develop or update a professional online presence with networking tools such as, LinkedIn.
- Gain experience in your field of interest by considering internships, volunteering, or job shadowing.
- **Improve your professional appeal by completing that degree or professional certification.** Review your educational plans and make it a goal now to stay focused, attend all classes, seek tutoring/academic support, and whatever else it takes to remain on task to complete the course(s) successfully.
- Research the local labor market and be aware of hiring trends.
- This year, be willing to take some professional risks, to try new things and to commit to being HAPPY! Making resolutions is easy, but keeping them is tough. Make a note of the goals you wish to achieve in 2015. Be accountable to yourself and keep track of how they are going. Commit to following each step and it just might get you closer to a new job opportunity. By the end of the year make sure that you have achieved or are on the way to achieving what you set out to do professionally. Don't wait for things to happen, make them happen and see everything as an opportunity. **Who knows, you just might be celebrating next year with a better job and a more promising career!**



What are employers really thinking?  
What are they looking for anyway?

Attend the  
**Wednesday, Feb 18<sup>th</sup>**  
**Career Event**  
in East 203 – time TBD

## **“A Recruiter’s Inside Scoop”**

- \*Advice on what employers like to see on resumes
- \*How best to handle the most common interview questions
- \*Salary negotiation suggestions
- \*Best “LinkedIn” secrets
- \*Tips for job seeking Veterans
- \*And, much more....

This will be an excellent opportunity to help you prepare for your next interview or to better network with employers at the Lancaster Campus-HACC 15<sup>th</sup> annual spring job fair on March 18 & 19.

**Mark Your Calendar and Plan to Attend!!!**

# Transfer Services Updates

## Are You Transferring Credits from Another School?

Students wishing to apply for transfer credit must submit an official transcript from the originating institution. In some instances, it may be necessary to provide course descriptions or syllabi. The official transcript and any supporting documentation should be sent directly to the HACC Records Office. Questions regarding transfer of credit requirements should be directed to the Records Office at 717-736-4152 or by email at [transcripteval@hacc.edu](mailto:transcripteval@hacc.edu)

### Criteria Guiding the Acceptability of Credit Include:

**Equivalent Course** - a course from another educational institution that matches the content and credit hours of a course offered at HACC.

**Credit Hour Limit** - a 45 credit hour transfer limit from an outside institution.

**Grade Notation** - All transfer courses are designated with a grade of "T." Credit by examination transfer credits are given a grade notation of "X." Letter grades for transfer coursework and/or credit by examination are not assigned a grade, and, consequently not calculated into a student's GPA.

**Accredited work**—To be approved for transfer, credits must have been taken from a regionally accredited institution. A school that is designated as being accredited by one of the following regional accrediting agencies:

Middle States Association	Northwest Association
North Central Association	Southern Association
New England Association	Western Association

### Steps for Transfer Evaluation:

Apply to HACC.

1. Request official transcript from your prior college to be sent to:  
Registrar's Office  
TL 105  
One HACC Drive  
Harrisburg, PA 17110
2. You will receive a letter in the mail with your transfer of courses outcomes.
3. After you receive your evaluation letter, schedule an appointment with your advisor, if necessary.
4. For additional information regarding the transfer credit policy please visit:  
<http://www.hacc.edu/Students/TransferringfromHACC/Transcript-Evaluation.cfm>

## PLANNING TO TRANSFER IN FALL 2015?

### If so, apply now! Here is your personalized Transfer Check-Off "TO DO" List!

- ✓ Submit College/University application by the appropriate deadline. Now that 2015 is here, you should **submit your application NOW.**
- ✓ Pay application fee (ask about fee waivers!)
- ✓ Request official HACC transcripts: (3 ways to do so)
  - (1) Go to the Welcome Center, Lancaster Campus
  - (2) myHACC
  - (3) [www.hacc.edu](http://www.hacc.edu)>Transferring from HACC>Transcript Request

**Note:** There is a \$6 fee for each official transcript request.

- ✓ Request official high school transcripts\*
- ✓ Request official SAT/ACT scores\*
- ✓ Letters of Recommendation\*
- ✓ Personal Essay\*
- ✓ College Official Report Form\*
- ✓ Financial Aid
- ✓ Visit & tour college campuses
- ✓ Other:

\*These may or may not be required depending upon the college/university's specific transfer admissions requirements. To meet with a transfer counselor, please call 358-2290 or visit the Counseling & Advising Office, Room 330, Main Building.

# Planning to transfer? Have you considered Penn State - Harrisburg?

**THEN MARK  
YOUR  
CALENDAR TO  
MEET WITH  
KEITH  
THIS SPRING!**

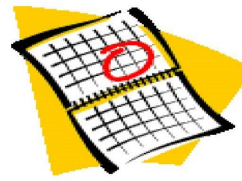


Spring Visit Dates:

**Tuesday, Jan 26**  
**10AM—2PM**  
**EAST Lobby**

**Tuesday, March 3**  
**10AM—2PM**  
**MAIN Lobby**  
**Lower Level**

Questions? Stop by the Career & Transfer Center in Room 327 to speak with a transfer counselor!



**SAVE THE DATE!**

**SPRING TRANSFER DAY**

**WEDNESDAY, APRIL 8, 2015**

**10AM – 1PM**

**ROOM 203, EAST BUILDING**

If you are a student interested in transferring to another college or university, then mark your calendar now to meet with representatives from over 50 schools! You don't want to miss this opportunity!

Stop by Room 330, Main, or call 358-2290 for more information.



**EXPAND YOUR HORIZONS  
AT A TRANSFER-FRIENDLY  
UNIVERSITY**



## **NEW! Millersville Mondays @ HACC!** **Planning to Transfer to MU?**

Speak with a MU admissions representative to learn more about the transfer process to Millersville University. Individual appointments are available! To schedule an appointment, contact Kyki @ [kyki.bobotas@millersville.edu](mailto:kyki.bobotas@millersville.edu). Visit dates are scheduled for January 26, February 23, March 23, April 27. (All visits 10:30am – 1:00pm, EAST Lobby).

## Bucknell Community College Scholars Program

### An AMAZING Transfer Scholarship Opportunity!

HACC is looking to select six students to receive an opportunity to earn a **FULL-TUITION SCHOLARSHIP** to Bucknell University and additional aid for the cost of room and board. This scholarship opportunity includes a required Summer 2015 six-week in residence program at Bucknell University where selected students will complete two Bucknell University courses and participate in extra-curricular opportunities. Upon completion of the summer program, students will return to HACC to complete their associate's degree and apply to transfer on with a scholarship to Bucknell University as early as Fall 2016.

#### Bucknell is looking for students who:

- show potential to succeed in a bachelor's degree program at Bucknell
- have a GPA of about 3.5 or higher
- will have completed at least 12 community college-level credits as of January 15, 2015
- demonstrate leadership abilities and problem-solving skills
- have a low to moderate income\* financial status  
(\*Defined as Adjusted Gross Income below \$50,000 for families or below \$25,000 for independent students.)



#### If accepted, you'll come to Bucknell for a six – week summer program and:

- live on Bucknell's campus
- take two courses
- receive a stipend
- participate in campus orientation, team-building, research, technology, and writing activities
- ALL expenses paid!

#### Next, return to HACC to complete your associate's degree, and...

- If you decide you want to obtain a bachelor's degree from Bucknell, you can apply for admission to begin classes in the fall or spring after you complete your associate's degree.

For more information regarding this AMAZING scholarship opportunity, contact Jennifer Alleman at 717.358.2973 or email – [jallema@hacc.edu](mailto:jallema@hacc.edu). If you are on campus, you can also stop by Room 327, Main Building. More information is available on Bucknell's website: [www.bucknell.edu/CommunityCollegeScholars](http://www.bucknell.edu/CommunityCollegeScholars).

Inquire about the day trip to Bucknell University on February 6!

**The application deadline is February 20, 2015 (no later than 4:30pm) so Act Quickly!**



## Career & Transfer Services – SPRING 2015 Workshop/Event Schedule

**Career Planning ~ On The Go!** – Your pit stop for career related questions. Learn more about Career Services and what's available.

Wednesday, February 4	11:00-12:00	East Lobby
Thursday, February 26	1:00-2:00	East Lobby
Wednesday, March 25	12:00-1:00	East Lobby

**Transfer & Advising Info ~ On the Go!** – Pick up transfer information from colleges/universities and dual admissions agreements & applications. Learn how to access HACC's transfer website and speak with a transfer counselor about college searches and effective transfer strategies.

Wednesday, February 11	11:00-1:00	East Lobby
Wednesday, March 25	11:00-1:00	East Lobby
Tuesday, April 28	11:00-1:00	East Lobby

**Getting Started with FOCUS 2** – FOCUS 2 is a reliable career & education decision-making tool that can aid you in career direction. Leave this workshop with your very own personal assessment results matched to career options and majors.

Wednesday, February 11	5:00-6:00	RM 307
Monday, March 23	12:00-1:00	RM 307

**New! Internships 101 ~ On The Go!** Learn how to search, apply and interview for internships, including what to expect before, during, and after.

Monday, February 16	12:00-1:00	East Lobby
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**Special Event: Spring Career Event:** Join this special event to talk with real world representatives to learn more about various career fields. Watch for specific details that will be announced at a later date.

Wednesday, Feb 18	TBD	East 203
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**New! Preparing for the Job Fair ~ Tips On The Go!** – Stop by the East lobby to pick up some successful tips to help you prepare for the Job Fair.

Monday, February 23	12:00-1:00	East Lobby
Tuesday, February 24	9:00-10:00	East Lobby
Wednesday, February 25	11:00-12:00	East Lobby
Thursday, February 26	10:00-11:00	East Lobby
Tuesday, March 3	1:00-2:00	East Lobby
Wednesday, March 4	12:00-1:00	East Lobby

**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 & Transfer Center staff.

Monday, March 16	11:00-12:00	East Lobby
Tuesday, March 17	1:00-2:00	East Lobby
Wednesday, April 15	12:00-1:00	East Lobby
Thursday, April 23	2:00-3:00	East Lobby
Wednesday, April 29	5:00-6:00	East Lobby



**Interviewing Tips ~ On The Go!** - Do you have an upcoming interview and need some advice? Stop by the table in East Lobby for some advice on how to handle some of those difficult questions.

Monday, March 16	1:00-2:00	East Lobby
Thursday, April 2	1:00-2:00	East Lobby

**Special Event: SPRING JOB FAIR! – 2 Day Event!:** Looking for employment? Dress for success, bring your resume, and visit the Job Fair to meet with area employers who are hiring. There will be different employers each day of this two-day event.

Wednesday, March 18	10:00-1:00	East 203
Thursday, March 19	10:00-1:00	East 203

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

Wednesday, April 1	5:00-6:00	RM 305
Monday, April 20	12:00-1:00	RM 305

**Special Event: Transfer Day:** Representatives from many colleges and universities will be available to answer your questions about their programs and admissions process. Visit the Career & Transfer Office for a list of schools attending.

Wednesday, April 8	10:00-1:00	East 203
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**Preparing for the Interview Workshop** – Learn what employers are looking for, how to relax, develop an effective job search strategy, and more!

Thursday, April 9	4:00-5:00	RM 305
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**Finals on the Fly: Grab & Go Prep for Finals:** Stop by the information table to obtain study tips on how to tackle your final exams. Think positive and you will succeed!

Tuesday, April 28	11:00-1:00	East Lobby
Wednesday, April 29	4:00-6:00	East Lobby