

Subject: Update on HACC's Instruction and Student Services Planning – June 23, 2021
Date: Wednesday, June 23, 2021 11:21:01 PM

Good evening, colleagues!

Please note that various functions will be unavailable next week as the College updates its systems as a result of the One-College reorganization. From **12:01 a.m. on June 30 through 11:59 p.m. on July 1, 2021**, HACC students will not be able to:

- Access HACCWeb
- Register for credit and noncredit summer or fall 2021 classes
- Drop classes (please note that the [drop period](#) for the first eight-week summer semester is extended to July 5, 2021.)
- View and browse classes
- View their student account in Banner
- Request academic transcripts and certificates of residency
- Access financial aid
- View “pay my account” and “enroll in HACC payment plan”
- Access course merchant to register for non-credit classes

HACC employees will be unable to:

- Access HACCWeb
- Submit confirmation of attendance after 11:59 p.m. on June 29, 2021
- Submit grades for the summer first six-week semester until 8 a.m. on July 2, 2021
- Access SciQuest
- Access Banner, including for any processing or viewing

If you have any questions, please contact the [Welcome Center](#) at OneStopWC@hacc.edu or 717-780-2378, or complete the [online feedback form](#).

Please note that there **will be NO collegewide Zoom session on June 24**, as I am #Biking4HACC. Please visit bit.ly/Biking4HACC for more details.

As you have come to expect, following are the commonly asked questions and our responses to them. Please note that some of these responses are tentative and subject to change.

If you have additional questions and you do not see the answers on the website, please submit the online form located on the website. Please see the webpage section called “[Information for Employees](#).” If you would like to see the information being communicated to students, please see the webpage called “[Information for Students](#).”

We will continue to update you regularly via email, the aforementioned website and Zoom sessions.

Thank you!

John J. “Ski” Sygielski, MBA, Ed.D.
Pronouns: He, Him, His
President & CEO

1. Are there any new organizational enhancements we should be aware of?

Effective July 4, the Office of College Advancement will be adding a new department, the Administrative Services Department. Please visit our organizational enhancements [site](#) for more information.

2. I am confused as to how I am expected to work in the fall - remotely or on campus. Where can I get clarification?

Each vice president provided an overview of their unit's plans for the fall 2021 semester. Please view the following Zoom [session](#) recordings:

April 8, 2021:

- Office of College Advancement
- Office of Human Resources
- Office of Inclusion, Diversity and Belonging
- Office of Workforce Development and Continuing Education

April 15, 2021:

- Office of Academic Affairs
- Office of Finance
- Office of Information Technologies and Learning Experience
- Office of Student Affairs and Enrollment Management

Please contact your vice president if you have additional questions.

3. Independence Day falls on Sunday this year. What is HACC's policy on holidays that occur during the weekend?

Since Independence Day falls on a day when the College is closed, employees will be granted a floating holiday in accordance with [SGP 814](#).

The floating holiday may be used any time between July 1 and July 31, 2021, with your supervisor's approval, and must be documented on your timesheet.

4. I've been directed to resume working on campus in August and am uncomfortable doing so due to COVID-19 concerns. Would I qualify for an ADA accommodation?

The [Americans with Disability Act \(ADA\)](#) prohibits employers from discrimination against qualified individuals with a disability. These protections include job applications, hiring, advancement, compensation, training, firing and other terms, conditions and privileges of employment.

An individual with a disability is a person who:

- Has a physical or mental impairment that substantially limits one or more major life activities;
- Has a record of such an impairment; or

- Is regarded as having such an impairment

A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question. Reasonable accommodation may include, but is not limited to:

- Making existing facilities used by employees readily accessible to and usable by persons with disabilities
- Restructuring jobs, modifying work schedules, reassignment to a vacant position
- Acquiring or modifying equipment or devices; adjusting or modifying examinations, training materials, or policies; and providing qualified readers or interpreters

An employer is required to make a reasonable accommodation to the known disability of a qualified applicant or employee if it would not impose an "undue hardship" on the operation of the employer's business. Reasonable accommodations are adjustments or modifications provided by an employer to enable people with disabilities to enjoy equal employment opportunities.

Because accommodations vary depending upon the needs of the individual applicant or employee, every request for reasonable accommodation is evaluated on an individual basis.

Please visit www.ada.gov or contact Brian Watts, benefits coordinator, at bjwatts@hacc.edu for more information.

Quote: Every person needs to take one day away. A day in which one consciously separates the past from the future. Jobs, family, employers, and friends can exist one day without any one of us, and if our egos permit us to confess, they could exist eternally in our absence. Each person deserves a day away in which no problems are confronted, no solutions searched for. Each of us needs to withdraw from the cares which will not withdraw from us. ~Maya Angelou