

**Subject:** Update on HACC's Instruction and Student Services Planning – May 19, 2021  
**Date:** Wednesday, May 19, 2021 5:21:12 PM

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Good afternoon, colleagues!

As we enter our four-day work weeks for the summer, please know that I appreciate you and hope you have the opportunity to spend this extra time with friends and family. For those of you who continue to work Fridays, you are greatly appreciated.

Please use the following out-of-office message on Fridays during the summer beginning this week and ending Aug. 13, 2021.

HACC is closed on Fridays during the summer. However, select enrollment-related and student services will have a presence available on various Fridays throughout the summer. These services include (but are not limited to) Admissions, Advising, Career Development, CARE Center, Computer Help Desk, Financial Aid, International Student Services, KEYS, Library Chat, Military and Veteran Affairs, New Student Orientation, Public Safety Center, Registrar, Remote Proctoring, SmartThinking Tutoring, Student Access Services, Title IX and the Welcome Center.

This work arrangement began the week of May 17 and will end Aug. 15, 2021.

Please note: Fall 2021 classes will be taught through in-person instruction, remote instruction and virtual learning. Please note that HACC campuses will remain closed to the public and open only to students and employees approved to be on campus for classes until June 1, 2021, and select student services will be available on campus in the fall. Visit [hacc.edu/Coronavirus](http://hacc.edu/Coronavirus) for more information.

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  
HACC, Central Pennsylvania's Community College

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1. **When should employees complete the General Title IX training located in the Cornerstone Learning Management System (LMS)?**

For those employees who are able to access the Cornerstone Learning Management System, the deadline to complete the General Title IX training is May 31.

To find the Title IX training, please go to [my.hacc.edu](http://my.hacc.edu) > Office of Human Resources > Organization Development > HACC/Cornerstone Learning Management System (LMS) > click on Compliance Training on the homepage of the LMS > scroll down and click on the module Title IX where you will find the video and quiz. You must score 80% or better to pass the quiz and have unlimited attempts. For more information and LMS support, please contact Elizabeth Stahl, coordinator of organization development, at [estahl@hacc.edu](mailto:estahl@hacc.edu).

2. **Since HACC campuses are opening to the public in June, will students who must be on campus during the summer be allowed to eat lunch outside as long as they maintain social distancing?**

Yes. Students will be allowed to eat lunch outside as long as social distancing is maintained.

3. **When you say that “our campuses are open to the public June 1, 2021,” what does that mean?**

This means that:

- The public *can park on campus*.
- The public *can walk the campus grounds*.
- We will *allow outside events* (but not inside events) to be held on our campuses. An example of this is the Dauphin County and UPMC COVID-19 vaccination clinic on HACC’s Harrisburg Campus.
- We will *allow tenants* to come back on campus.

Please note that:

- Our *buildings* will *not* be accessible to the public.
- Employees who have been working remotely *must continue to do so* and may not come back onto campus this summer unless authorized by filling out the [Employee On-Campus Authorization form](#).
- Anyone who needs to *access a campus building* must complete HACC’s [online Wellness Screening form](#) prior to each campus visit through May 29.
- This information is *tentative and subject to change*.

Please know that your safety will continue to be our top priority! Although we cannot control COVID-19 and how it spreads, we will continue to do our part to help maintain student, employee and building safety by following protocols, as per governor’s orders and Centers for Disease Control and Prevention (CDC) recommendations.

4. **What are the summer hours for the Library Chat?**

HACC Library faculty will be available (via [Library Chat](#)) during the following days and times over the summer:

- Monday-Thursday: 8 a.m.-10 p.m.
- Friday: 9 a.m.-4 p.m.
- Saturday: 9 a.m.-2 p.m.
- Sunday: 5-10 p.m.

Please note that the [Library Chat](#) is available 24 hours a day, 7 days a week, even when HACC Library faculty are not available.

This information is *tentative and subject to change*.

#### 5. **What are the summer and fall hours for the Bookstore?**

HACC's Bookstore *campus locations* will remain closed until Aug. 16. We will continue communicating and serving you using technology. Therefore, please email the Bookstore at [bookstore@hacc.edu](mailto:bookstore@hacc.edu) with any questions or concerns involving textbooks or visit [bookstore.hacc.edu](http://bookstore.hacc.edu).

Please note that:

- Bookstore services will be closed on Fridays through Aug. 13.
- All textbooks for any HACC class on any HACC campus can be ordered from [this website](#).
- If you have purchased from the HACC Harrisburg Campus Bookstore website previously, please use that same account when you place your order. If you have not purchased from the HACC Harrisburg Campus Bookstore website previously, even if you have purchased from another HACC campus bookstore website, please create a new account when you place your initial order.
- Until further notice, all [bookstore.hacc.edu](http://bookstore.hacc.edu) orders will be shipped for free.

**Summer 2021 Students:** Summer course materials are now available for online purchase. Financial Aid is now available to use for the summer 2021 semester.

**Fall 2021 Students:** Fall course materials are now available for online purchase. Financial Aid will be available to use for the fall 2021 semester on Aug. 9.

For information on selling your purchased textbooks online or buyback on campus, please visit [bookstore.hacc.edu](http://bookstore.hacc.edu).

#### 6. **I was unable to tune in to the spring 2021 virtual Commencement ceremony. Is there a way I can still view the big event?**

We were proud to virtually celebrate our spring and summer 2021 graduating students on May 13. You can view the ceremony at any time on [HACC's YouTube channel](#).

To learn about the event speakers, please visit our Commencement [webpage](#). If you

have additional questions, please contact [Commencement@hacc.edu](mailto:Commencement@hacc.edu).

**7. Is HACC planning to continue the wellness-screening process?**

The wellness-screening process will end May 29. You will not be required to fill out the [Wellness Screening Form](#) after that time.

**Please note:**

- 1) It is important to continue *self-screening* each day. Although HACC is not screening you, please evaluate how you feel each day. If you are feeling any symptoms of COVID-19, please **DO NOT** come to campus. Notify the College by emailing [corona@hacc.edu](mailto:corona@hacc.edu). Please describe whether you've tested positive, have symptoms or have been in contact with someone who has tested positive. Contact is defined as within 6 feet for 15 minutes or more.
- 2) The wellness screeners will be at the wellness-screening stations through June 4 to answer questions.
- 3) The buildings are still **only available** to students and employees involved in on-campus classes.

This information is *tentative and subject to change*.

**8. I would like to recommend emeritus rank for a former employee, who is now retired. What is the process?**

There is a [Cognito form](#) that outlines the process. It also can be found under "Document Search" on myHACC.

**QUOTE:** *There is such a difference between asking, "what did you do today?" versus "what do you want to remember about today?" ~ Topher Kerby*