

**Subject:** March 19 Update on HACC's Preparation for the Coronavirus  
**Date:** Thursday, March 19, 2020 6:06:03 PM

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Greetings, colleagues!

Thank you for your continued patience, flexibility, problem-solving spirit and perseverance as we transition to working remotely and offering remote instruction for our students beginning March 23. These are challenging, stressful times for everyone, and I am proud of you for demonstrating our core values in the midst of uncertainty.

I am especially grateful to essential employees who continue to work on our campuses to ensure that the facilities are properly sanitized and everyone remains safe.

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. How will the changes in the spring 2020 semester schedule impact the summer 2020 schedule?**

Due to the fact that we may have to extend the hands-on skills components of a number of spring 2020 classes and because we do not know how long the COVID-19 emergency will

continue, we are planning to cancel the first six-week and 12-week summer classes for all classes outside of the School of Health Sciences. Health science classes that require the full 12 weeks to meet clinical experience requirements will continue as scheduled. For all other classes, we will rebuild the summer schedule to move classes into the eight-week and second six-week semesters. We also plan to move more classes online. Deans will work with faculty on reassigning classes in the new summer schedule.

**2. How will the changes in the spring 2020 semester impact the registration timelines?**

Registration timelines for the summer and fall 2020 semesters remain the same:

- Priority registration for HACC military and veteran students begins March 30, 2020.
- Priority registration for continuing HACC students begins April 1, 2020.
- New student registration begins April 13, 2020.

**3. Other businesses are asking their employees to work during off hours to reduce the strain on IT resources. Will HACC do the same?**

HACC employees should adhere to their assigned shifts unless directed otherwise by their supervisors.

**4. Where can I find the slides from the presentation on working remotely that was delivered during the March 17 Administrative and Professional Employee Organization (APO) meeting?**

The presentation slides can be found [here](#) or by clicking on “HACC Response to Coronavirus” under the Coronavirus section on myHACC.

**5. How do I print at home? I am unable to download the print driver.**

Printing at home is discouraged. Employees may print to PDF and use email to send documents. There will be no outgoing mail. Emails containing FERPA-protected information should be encrypted. Instructions to encrypt email will be linked on [myHACC](#).

**6. The March 17 update indicated that the midterm grade reporting deadline has been pushed back to March 18. This may not be enough. Many of us are having continued problems logging into myHACC.**

Midterm grades opened on March 2 and were scheduled to close on March 16. We extended the deadline to March 18 to accommodate for the problems accessing myHACC on the afternoon of March 16. After this point, midterm grades are closed. These grades are not a permanent part of a student’s record. They are just a means for faculty to communicate with students on their progress to date in the course. Faculty may communicate this in other ways through the course.

**7. I am looking for some clarification for adjuncts. My course is blended. I usually come in for my one office hour and then select Saturday mornings. On March 21, we have a scheduled on-campus meeting. Should I work from home during this time, or is it required that I come in during my scheduled class time on Saturday?**

Since the campuses are closed, please reschedule the campus meeting to a Zoom meeting for students.

**8. I’m concerned for our part-time employees who can’t work remotely. Are they able**

**to be paid? What is being done to help employees in this situation?**

Part-time employees, including casual employees, will be paid when they work. They may file for unemployment compensation benefits [online](#). The Pennsylvania Department of Labor and Industry has provided an [instructional video](#) on completing the online application.

**9. Can students still register for Part of Term 3 (second seven-week) classes?**

Students can still register for second seven-week classes until 11:59 p.m. on March 22. If you would like to add a second seven-week class, please email [enroll@hacc.edu](mailto:enroll@hacc.edu) for more information on how to do so. Please include the course reference number (CRN), course name, subject and campus location within your email.