

**Subject:** Weekly Update for HACC Employees – Nov. 2, 2022  
**Date:** Wednesday, November 2, 2022 6:40:17 AM

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Good morning, colleagues!

Priority registration for all continuing students begins **today!** Please encourage students to [register early for winter and spring classes](#). Also, please note that the HACC Foundation is once again offering **40 \$2,000 tuition giveaways** to continuing and future HACC students for the spring 2023 semester. **The deadline for students to enter to win this FREE money is Dec. 11.** As a reminder, these are different from HACC scholarships.

Please note that there will be **no collegewide Zoom session** on Nov. 3. 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 HACC Coronavirus Response Form located at the bottom of [this webpage](#). 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 and CEO  
HACC, Central Pennsylvania's Community College

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**1. Is it still important to self-screen daily?**

Yes. Please continue to self-screen and assess how you feel each day.

If you feel sick or have any (*one or more*) [cold](#), [flu](#), [Monkeypox](#) or [COVID-19](#) symptoms (*regardless of your vaccination status*), please:

- **Stay home**
- Notify your supervisor
- Monitor yourself for the next 48 hours
- Contact your physician and follow their guidance

For more information on how to self-screen for COVID-19, please visit [hacc.edu/COVIDannouncements](http://hacc.edu/COVIDannouncements).

**2. I have a slight cough. Should I stay home?**

Yes. Please stay home if you have one or more symptoms.

Coming to campus when you are sick puts your health in jeopardy and other employees and students at risk. We are not serving our students well if an entire department is out sick or if we make them sick.

Please note that the College is asking that you [self-screen](#) each day, not self-diagnose. Self-screening is a way for you to inventory how you feel and ensure you have no symptoms. However, *only a medical professional* can diagnose your symptoms and medical condition. Therefore, please do not assume that you only have allergies and come to campus.

Please note:

1. If you have an absence that is related to a serious health condition and results in an absence of three or more work days, please review the [Family and Medical Leave Act \(FMLA\) information page](#) for eligibility criteria and to submit an FMLA request. You can find additional information in [SGP 822 Family and Medical Leave Act \(FMLA\) Policy](#).
2. The College's liberal leave policy is in effect through Dec. 31, 2022, and allows eligible employees to use personal, sick or vacation time for any reason. If you are eligible, please request time off and receive approval from your supervisor and code your timesheet accordingly. If you have questions about eligibility, please contact your supervisor.
3. If an illness causes a student to be absent for an extended amount of time, [Student Access Services \(SAS\)](#) can help them.
4. We must continue to provide ourselves, each other and our students with grace regarding deadlines, attendance and assignments (when possible).

For information on how to self-screen, please visit [hacc.edu/COVIDannouncements](http://hacc.edu/COVIDannouncements).

3. **I understand the liberal leave policy is ending on Dec. 31, 2022. I am new at HACC and not sure what it is. Can you explain the liberal leave policy and how it can be used?**

The College's liberal leave policy allows eligible employees to use personal, sick or vacation time for any reason. Employees must request time off and receive approval from their supervisor. Employees should code their timesheets accordingly.

4. **What is the KEYS Program?**

The [Keystone Education Yields Success \(KEYS\) Program](#) assists students who receive

Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) benefits. Students access a range of services through the KEYS Program. The program is based on human-centered design and includes a combination of case management, coaching and peer-to-peer experiences to develop a career pathway through upskilling, certificate and/or associate degree completion.

Students who are interested in participating in the program can complete the [KEYS Referral Form](#).

To learn more about the KEYS Program and access various resources, please:

- See [this document](#) with scannable QR codes
- [Zoom information is redacted for security purposes.]. Sessions are held the first Thursday of each month at 10 a.m. and are also open to students.

#### 5. How can I send a congratulatory message to a graduating student?

To celebrate the remarkable achievements of our fall graduates, we need YOUR help!

**By Dec. 1**, please [complete this form](#) to share your congratulatory message and best wishes with a graduating student. Your submission may be shared during the ceremony and/or on HACC's social media sites and webpage.

#### 6. When does registration open? What should students do to register?

Winter 2022 and spring 2023 priority registration is now open for all continuing students.

Students should use their Degree Works educational plan to ensure they are registering for classes that are required for their program of study. If students don't yet have an educational plan, they should speak to their assigned advisor to create one together.

For more information about Degree Works, please check out [this video](#).

**Quote:** You were born an original, don't die a copy. ~John Mason