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The information in this book is supplied and approved by HACC, Central Pennsylvania's Community College. Information and published event dates are subject to change.



Hawk Response is a free app for smartphones that lets you immediately contact public safety and security personnel on any HACC campus.

This [personal safety app](#) provides an additional platform for the HACC community to alert security about routine safety issues or emergencies. The app will provide campus public safety and security personnel with the user's campus location and thus help minimize response times.

Hawk Response is easy to download on a smartphone. Directions on how to register, install and use the free app are located in the MyHACC portal.

This college wide project is provided at no cost, thanks to the generosity of the HACC Foundation.

How to Register for Hawk Response

Visit <http://register-hacc.nowforce.com/> or scan the QR code.

- Submit the registration form. A text message will be sent to your smartphone with a link to download the free application from either the App Store (for iPhones) or Google Play (for Androids).
- Click on the link in the text message to activate your account. The text message will also contain a link through which you can add emergency contacts. In case of emergency, your contacts will receive a text and/or email.
- Save the app on your home screen. The icon will be called **Now Force**.
- Log in to the app using the login credentials in the text. You will only need to do this once.
- Set the region to "Global."

Users with other types of smartphones may access the same app from any web browser at <http://register-hacc.nowforce.com/>.

For assistance, please email HawkResponse@hacc.edu.

BOOKSTORE INFORMATION

HACC, Central Pennsylvania’s Community College, has five bookstores, with locations in Gettysburg, Harrisburg, Lancaster, Lebanon, and York. The bookstores stock new and used textbooks, school and office supplies, clothing, computers (as well as software, hardware and accessories), food and beverage, graduation regalia and gifts, and HACC-imprinted merchandise. HawkTech, an Apple® Authorized Campus Store and an Apple® Authorized Service Provider, located in the Harrisburg Campus Bookstore sells Apple® and other electronic product to meet HACC Students’ technology needs. Students can also visit www.hacc.edu and search “Bookstore” to purchase books and other merchandise online.

Director, College Bookstores		
Kyle DiBrito	717-736-4117	kjdbrit@hacc.edu
Gettysburg Campus Bookstore		
Room 132	717-339-3551	gettysburgbookstore@hacc.edu
Betsy Wood, Manager	717-339-3512	elwood@hacc.edu
Harrisburg Campus Bookstore		
Overholt Bookstore	717-780-2509	bookstor@hacc.edu
Dave Keenan, Manager	717-780-3223	sdkeen@hacc.edu
HawkTech	717-780-2631	hawktechstore@hacc.edu
Steve Morris		svmorris@hacc.edu
Lancaster Campus Bookstore		
East Building, Room 104	717-358-2243	lancasterbookstore@hacc.edu
James C. Groff, Manager	717-358-2243	jcgroff2@hacc.edu
Lebanon Campus Bookstore		
Room D102	717-270-6336	lebanonbookstore@hacc.edu
Liz Bianco, Specialist	717-270-6335	eabianco@hacc.edu
York Campus Bookstore		
Leader Building, Room 124	717-801-3222	yorkbookstore@hacc.edu
Kim Wolf, Manager	717-801-3249	klwolf@hacc.edu

- Students should bring their HACCID when visiting the bookstore.
- Students should bring their class schedule when purchasing textbooks for the Semester.
- The Bookstore offers textbook rentals and e-textbooks on select titles.
- Book buyback is offered daily at all HACC locations; HACCID required.

Please visit www.hacc.edu and click on the Bookstore tab for more information and store hours.

CONTACT INFORMATION

Academic Departments

Students calling from outside the Harrisburg area may contact the office listed using the College's Toll-free number at 1-800-ABC-HACC.

CONTACT	LOCATION	PHONE
Assessment		
Jennifer Billman (Interim)	York Campus, Leader 151C	717-801-3329 Ext. 513329
Business Studies		
Jason Nielsen (Interim)	Virtual/Lancaster Campus, RE206E	717-358-2209 Ext. 312209
Communications, Humanities, &the Arts		
Caroline Mellinger	Virtual and Harrisburg Campus, W232	717-221-1342 Ext. 211342
Counseling		
Sherrill Goodlive (Interim)	Harrisburg Campus, C219E	717-780-2505 Ext. 212505
Engineering & Technology		
Kelley M. Engle	Midtown 2, 301B	717-270-6394 Ext. 416394
English		
Christine M. Nowik	York Campus, Cytec 122E	717-801-3326 Ext. 51-3326
Health & Public Service		
Melinda M. Eash	Harrisburg Campus, B201C	717-780-2371 Ext. 21-2371
Library		
Kathleen Conley	Harrisburg Campus, L113	717-780-1186 Ext. 21-1186
Nursing		
Monica Filburn	Harrisburg Campus, SM204A	717-780-1704 Ext. 211704
Math & Computer Science		
Matthew Pragel	Harrisburg Campus, W223G	717-780-2364 Ext. 212364
Social Sciences		
Mark Nelson	Harrisburg Campus, W211F	717-780-2486 ext. 212486
Workforce Development		
Victor Rodgers	Midtown 1, Room 211	717-221-1361

Gettysburg Campus Phone Numbers

Admissions & Registrations	Welcome Center, 102	717-337-3855
Academic Advising		717-337-3855
Academic Affairs Dean	Dory Uhlman, G140	717-338-3578
Add/Drop/Withdrawal	http://www.hacc.edu/Students/RegisterOnlineGuide/dropping-adding-or-withdrawing.cfm	
Books and Supplies	Gettysburg Campus Bookstore, 132	717-339-3511
Bulletin Boards Approvals	Student Development Office, 131A	717-339-3536
Career Services		717-339-3576
Counseling Services		717-337-3855
Change of Address	https://www.hacc.edu	
Disability Access Services	Cathy Wilt, G127E	717-339-3518
Fee and Payment Student Accounts	Welcome Center, 102	717-339-3524
Financial Aid Services	Welcome Center 102	717-337-3855
Honors Program	Gettysburg Campus Counselors	717-337-3855
International Student Services & Advising	Jennifer Daley, Cooper 217C	717-780-1101
Library Services	Gettysburg Campus Library	717-339-3577
Lost and Found	Public Safety & Security Office	717-339-3528
Military and Veterans Affairs	101L vaoffice@hacc.edu	717-337-3855
Ombudsperson	Ashley Bear	717-339-3570
Parking Tags	Kiosk by Bookstore	717-337-3855
Public Safety & Security		717-339-3528
Registration/Change of Schedule	Welcome Center, 102	717-337-3855
Room Reservations (for students)	Student Development Office, 131A	717-339-3086
Student Affairs Dean	Tracey Smith, G127B	717-339-3507
Student Government (SGA)	131A	717-339-3086
Student Development & Multicultural Programs Director	Wendy Brubaker, 131B	717-339-3536
Student Photo ID Cards	Welcome Center, 102	717-337-3855
Testing Center	Office for Academic Success, 208	717-339-3535
Transcripts	Welcome Center, 102	717-337-3855
Transfer Services	Gettysburg Counselors	717-337-3855

Harrisburg Campus Phone Numbers

Academic Advising	Cooper 219	717-780-2498
Associate Dean, Student Success	Ricole Jayman, TL105	717-780-2655
Academic Affairs Dean	Jennie Baar, W126	717-780-1176
(Add/Drop/Withdrawal)	http://www.hacc.edu/Students/RegisterOnlineGuide/dropping-adding-or-withdrawing.cfm	
Athletics and Recreation	Lisa Cleveland, Evans 105	717-780-1923
Books and Supplies	Overholt Bookstore	717-780-2538
Bulletin Board Approvals	Office of Student Dev. and Multicultural Programs, Cooper 205	717-780-2525
Career Services Center	Cooper 218	717-780-2522
Center for Global Education	Cooper 217	717-780-1100
Change of Address	https://www.hacc.edu	
Counseling Services	Cooper 219	717-780-2498
Disability Access Services	Carole Kerper, Cooper 133	717-780-2614
Financial Aid	Cooper 134	717-780-2330
International Student Services and Advising	Jennifer Daley, Cooper 217C	717-780-1101
Library Services	Circulation Desk Reference Desk	717-780-2460 717-780-2624
Loans	Financial Aid Services, Cooper 134	717-780-2330
Lost and Found	Public Safety & Security Office, Whitaker 131	717-780-2620
Midtown II – Student Services (Main line)		717-736-4205
Military and Veterans Affairs	Cooper 206 vaoffice@hacc.edu	717-780-2331
Ombudspersons	Juanita Mort, A120B	717-780-1950
Parking Tags	Welcome Center, Cooper 134	717-780-2378

Harrisburg Campus Phone Numbers (Continued)

Phys. Ed Facilities	Lisa Cleveland, Evans 105	717-780-1923
Registration/Change of Schedule	Welcome Center, C134	717-780-2378
Room Reservations	Office of Student Dev. and Multicultural Programs, Cooper 205	717-780-2525
Public Safety and Security (all calls may be recorded)	Office of Public Safety & Security, Whitaker 131	717-780-2568
Student Accounts	Welcome Center, C134	717-780-2378
Student Development & Multicultural Programs Director	Jeff Gerstein, C205B	717-780-1159
Student Affairs Dean	Gina Crance, C130	717-780-2410
Dean of Student and Academic Success	Radecka Appiah-Padi, Ted L105H	717-736-4112 Ext. 214112
Student Government	Cooper 203	717-780-2597
Student Organizations	Office of Student Life Cooper 202	717-780-2525
Student Photo ID Cards	Welcome Center, Cooper 134	717-780-2620
Test Center	Tutoring & Testing Whitaker 123	717-780-2480
Transcripts	Welcome Center, Cooper 134 http://www.hacc.edu/Students/TransferringfromHACC/Transcript-Request.cfm?cssearch=559953_1	717-780-2378
Transfer Services	Career and Transfer Center, Cooper 218	717-780-2655
Tutoring	Office of Academic Success, Whitaker 123	717-780-2480

Lancaster Campus Phone Numbers

Academic Advising		717-358-2988
Academic Affairs Dean	Mike Corradino, RE204	717-358-2982
(Add/Drop/Withdrawals)	http://www.hacc.edu/Students/RegisterOnlineGuide/dropping-adding-or-withdrawing.cfm	
Admissions Office/ Welcome Center	218 Main	717-358-2966
Books and Supplies	104 East	717-358-2243
Bulletin Board Approvals	Office of Student Development, 105 Main	717-358-2858
Career Services	Lorie Sonnen, Asst. Director, 221 Main	717-358-2985
Change of Address	https://www.hacc.edu	
Counseling Services		717-358-2988
Disability Access Services	Vicki Van Hise, 221 Main	717-358-2972
Exercise Room	110 Main	717-358-2914
Fees and Payments	Welcome Center, 218 Main	717-358-2966
Financial Aid	214 Main	717-358-2992
Honors Program		717-780-2477
International Student Services and Advising	Jennifer Daley, Harrisburg, Cooper 217C	717-780-1101
Intramurals	Office of Student Development, 105 Main	717-358-2858
Library Services	Brossman Library	717-358-2986
Lost and Found	Public Safety & Security Office, 219 Main	717-358-2946
Military and Veterans Affairs	218 Main / vaoffice@hacc.edu	717-358-2954
Ombudsperson	Wendy Gillman, RM221T	717-358-2849
Parking Tags	Welcome Center, 218 Main	717-358-2946
Fitness/Exercise Room	Campus Director, Student Development and Multicultural Programs,	717-358-2850
Registration/Change of Schedule	Welcome Center	717-358-2966

Lancaster Campus Phone Numbers (Continued)

Room Reservation (for students)	Campus Dean of Academic Affairs	717-358-2982
Public Safety and Security	Public Safety & Security Office, 219 Main	717-358-2946
	Emergency Only page 717-358-2999 or 717-358-2966	
Student Accounts	Welcome Center, 218 Main	717-358-2966
Student Development & Multicultural Programs Director	Monica Dixon Howard, 105 Main	717-358-2850
Student Affairs Dean	Tim Barshinger, RM212B	717-358-2974
Student Government	Office of Student Development, 105 Main	717-358-2857
Student Organizations	Office of Student Development, 105 Main	717-358-2858
Student Photo ID Cards	Welcome Center, 218	717-358-2966
Testing & Tutoring Center	Lori Corradino, Campus Director Tim Smith, Asst. Director Brossman Learning Center	717-358-2878
Transcripts	Welcome Center, 218 Main	717-358-2966
Transfer Services	Counselors or Faculty Advisors	717-358-2988

Lebanon Campus Phone Numbers

Admissions	Welcome Center	717-270-4222
en Español , 717-270-6306		
Academic Advising		717-270-4222
Add/Drop/Withdrawal	http://www.hacc.edu/Students/RegisterOnlineGuide/dropping-adding-or-withdrawing.cfm	
Books and Supplies	Bookstore	717-270-6336
Bulletin Board Approvals	Peggy Lenton, 106C	717-270-6311
Career Services	Christina Ramos, 104C	717-270-6396
Change of Address	https://www.hacc.edu	
Change of Name	Welcome Center	717-270-4222
Counseling Services	Welcome Center	717-270-4222
Disability Access Services	Deborah Bybee, 104R	717-270-6333
Financial Aid	Dismary Munoz-Castillo	717-270-6316
International Student Services & Advising	Jennifer Daley, Harrisburg, Cooper 217C	717-780-1101
Library Services	Pushnik Family Library, 3rd floor	717-270-6328
Lost and Found	Security Office	717-270-6305
Military and Veterans Affairs	VA Representative	717-270-6346 <i>vaoffice@hacc.edu</i>
Ombudsperson	David Edwards, D217	717-270-6366
Parking Tags	Welcome Center	717-270-4222
Payments		
Registration/Change of Schedule		
Room Reservations (for students)	Peggy Lenton, 106C	717-270-4222
Student Accounts	Welcome Center	717-270-6305
Public Safety and Security	717-270-6368 (radio page)	717-270-6305

Lebanon Campus Phone Numbers (Continued)

Student and Academic Affairs Dean	Colton Bjerke	717-270-6371
Student Development & Multicultural Programs “Interim” Director	Laura Nalls Room 241	717-270-6359
Student Government	Room 242	717-270-6321
Student Photo ID Cards	Welcome Center	717-270-4222
Testing Center	Office for Academic Success, Room 220	717-270-6334
Transcripts	Welcome Center or go to http://www.hacc.edu/Students/TransferringfromHACC/Transcript-Request.cfm?cssearch=559953_1	717-270-4222
Transfer Services	Academic Advisor	717-270-4222
Tutoring	Office for Academic Success, Room 220	717-270-6355

Virtual Learning Phone Numbers

Virtual Learning main number is 1-800-ABC-HACC or visit www.hacc.edu/virtual

Academic Affairs, Interim Dean	Jazmin Simpson, Harrisburg/W232	717-801-3327
Academic Resources	http://libguides.hacc.edu/TutoringandTesting/OnlineLearning	
Administrative Support	Elaine Holland, W229	717-221-1328
	Joanne McPherson, W229	717-221-1335
Admissions	Isimhemem Ayewoh, W232H	717-221-1788
Assoc. Dean of Academic Affairs	Dr. Michelle Myers, W232C	717-780-2494
Associate Provost of Virtual Learning	Dr. Doreen Fisher-Bammer, W232E	717-221-1309
Books and Supplies	Overholt Bookstore Any HACC campus bookstore or online at www.hacc.edu and search "Bookstore"	717-780-2538
Counseling/Advising Services	Gina Bowers, W232	717-780-3237
Director of Tutoring and Testing	Elisa Cohen, W123	717-780-3203
Disability Access Services	Carole Kerper, Director, B101E	717-780-2614
Executive Director of Virtual Learning	Amy Withrow, W126	717-221-1309
General Course Info	Main Office W229	1-800-ABC-HACC
Help for Online Students	http://www.hacc.edu/Students/TechnicalSupport/index.cfm	
International Student Services & Advising	Jennifer Daley, 217C	717-780-1101
Library Services	www.hacc.edu ; search "Library"	
Ombudsperson	Lisa Hill, G140A	717-339-3541
Registration/Change of Schedule	Ciara Shirk, W232G	717-780-2475
Smarthinking (Online tutoring)	Jazmin Simpson, Harrisburg/W232	717-801-3327
Student Affairs, Interim Dean		
Student Success, Interim Dean	Emily Fox, Harrisburg/W232G	717-780-2347
Tech Support-Desire2Learn (D2L) Help Desk	helpdesk@desire2learn.com	1-877-325-7778

**For additional student services, contact or visit the campus nearest to you*

York Campus Phone Numbers

Admissions	Welcome Center, Leader 102	717-718-0328
Academic Affairs Assoc. Dean	Liz Dunn, Cytec	717-801-3289
Add/Drop/Withdrawal	http://www.hacc.edu/Students/RegisterOnlineGuide/dropping-adding-or-withdrawing.cfm	
Academic Affairs Dean	Marjorie Mattis, Leader 101	717-801-3212
Advising	Leader 102	717-801-3213
Books and Supplies	Leader 124	717-801-3222
Bulletin Board Approvals	Student Affairs, Leader 134	717-801-3262
Change of Name or Address	https://www.hacc.edu	717-718-0328
Change of Schedule	https://www.hacc.edu	717-718-0328
Counseling Services	Leader 102	717-801-3213
Disability Access Services	Lori Shoemaker, Leader 102J	717-801-3276
Fees and Payments	Welcome Center, Leader 102	717-718-0328
Financial Aid	Leader 104	717-718-0328
Graduation Applications	Welcome Center, Leader 102	717-718-0328
International Student Services & Advising	Jennifer Daley, Harrisburg, Cooper 217C	717-780-1101
Library Services	Leader 121	717-718-0328
Lost and Found	Public Safety and Security	717-718-0408
Military and Veterans Affairs	Leader, 134E	717-801-3226 vaoffice@hacc.edu
Ombudsperson	Caroline Buehrle, YL108	717-718-0328
Parking Tags	Welcome Center, Leader 102	717-718-0328
PC Loan Program (repairs)	IT Department, CSS114	717-801-3243
Placement Testing	Office for Academic Success, Leader 103	717-718-0328
Public Safety and Security		717-718-0408

York Campus Phone Numbers (Continued)

Registration/Change of Schedule	Welcome Center, Leader 102	717-718-0328
Student Development & Multicultural Programs Director	Errol Wizda, Goodling 101C	717-801-3251
Student Government Association	Goodling, 119	717-801-3236
Student Affairs Dean	Tracey Smith, Leader 134	717-801-3244
Student Photo ID Cards	Welcome Center, Leader 102	717-718-0328
Tutoring & Testing	Learning Center Cathy Rosenkrans, Leader 103	717-801-3233
	Testing Center Randa Moulden, Leader 103	717-801-3214
	Writing Center Kimberley Mong, Cytec 130	717-801-3363

Advising

All students are urged to meet with their advisors before registering for classes. While the ultimate responsibility for the selection of courses remains with you the student, the advice and help of your advisor can aid you in making wise academic choices and career planning.

Your advisor has a broad knowledge of educational programs, policies and procedures at HACC and is an invaluable source of information for the completion of degree requirements and the successful transfer into other academic institutions.

New students with fewer than 13 accumulated credits, with a Grade Point Average of less than 2.0 and students in certain majors are assigned an advising code. Students must contact their advisor to discuss their courses and receive their advising code in order to register. Advising codes are changed each semester.

You can find your academic advisor using MyHACC by following the procedure below:

- Log in to MyHACC
- Click “Find My Advisor” under “Advising”
- Select the appropriate term

Your primary advisor is shown on this screen, along with his or her contact information.

Childcare Services

Many HACC students are also parents and for this purpose, the College offers childcare on some campuses. The different campus centers provide a flexible early childhood education program while parents attend classes and complete their class work.

Gettysburg

No childcare services are available at this time. CCIS (Childcare Information Services) of Adams County provides childcare information for the local area. CCIS offers information and referrals to help parents find child care options. HACC students may contact CCIS of Adams County at 717-334-7634 ext. 128 or toll free at 1-800-232-6562.

Harrisburg

U-Gro Learning Centre manages HACC’s Grace M. Pollock Early Childhood Education and Child Care Center at the Harrisburg Campus. They provide care for infant through preschool children of students, staff and community members. Affordable care is available from 6:30 a.m. to 6 p.m. Monday through Friday. Special pricing is available for students. For more information, contact U-Gro directly at 717-780-2581.

Capital Area Head Start program offers childcare located in the Whitaker Building on HACC’s Harrisburg Campus. Programming is available for children ages 3-5 for HACC students; faculty and community. HACC students receive priority. Care is Free to eligible families. Call 717-541-1795 to enroll visit <https://www.keystonehumanservices.org/capital-area-head-start/enrollment.php>

Lancaster

The U-Gro Learning Centre at the Lancaster Campus provides care for infants, toddlers and preschoolers, ranging in ages from six weeks to 5 years old. Specific information is available by calling U-Gro at 717-399-3088.

Lebanon

No childcare services are available at this time. CCIS (Childcare Information Services) of Lebanon County provides childcare information for the local area. CCIS offers information and referrals to

help parents find day care options. HACC students may contact CCIS at 717-274-6552.

York

No childcare services are available at this time. Child Care Consultants, Inc. (CCC) is a nonprofit childcare resource and referral agency serving parents and the community in Central Pennsylvania. CCC helps parents find and evaluate childcare options and offers financial assistance through the

Subsidized Child Day Care Program in York County. HACC students may contact them at 717-854-2273 or by email info@childcareconsultants.org.

Counseling Services

Professional counseling services are available free-of-charge on an individual basis to all HACC students. The professional counseling staff offers counseling and educational services with a strong emphasis on prevention. After initial crisis-oriented counseling, if necessary, the staff refers students to a service agency in the community. Counseling hours at each campus are available by calling the campus counseling office.

Dean's List

Each term, the College publishes a dean's list naming students who have achieved the academic distinction of at least a 3.25 grade point average (GPA). Full-time students on the dean's list have completed 12 or more college-level credit hours in a term. Part-time students are eligible for the dean's list issued in August if they have not been full-time during either the fall or the spring terms and have completed a minimum of 12 college-level credits during the year (beginning in the fall and ending with the second summer term). As approved by the Academic Council, the calculation of GPA for the dean's list will not include "0-level" courses. The dean's list is distributed for publication to area news media. Students on the dean's list will receive a certificate of commendation. Students with a cumulative GPA of 3.25 or higher graduate with academic honors. The honor is recorded on the student's permanent academic record, using the following definitions:

- Highest Honors 3.75 or higher GPA
- High Honors 3.50-3.74 GPA
- Honors 3.25-3.49 GPA

Disability Access Services

The College offers reasonable accommodations and academic adjustments for students with disabilities in accordance with the Americans with Disabilities Act 1990 (ADA) and Section 504 of the Rehabilitation Act 1973. In order to receive accommodations, you must submit documentation of your disability to the Office for Disability Services at your respective HACC location. Students are responsible for submitting an assessment report that:

- Is completed by a qualified professional such as a medical doctor or licensed psychologist.
- Contains the evaluator's name and title and assessment date.
- Identifies the disability, describes the limits it imposes and includes recommended accommodation

Accommodations cannot lower the standards or change the objectives of the program/course. After documentation has been reviewed, the Office for Disability Services will contact you.

This service is available free by calling 1-800-654-5988. Verizon of Pennsylvania also provides a relay system for communicating from TTY to telephone, as well as communicating from phone to TTY.

For further information, contact the Office for Disability Services at your respective HACC location.

Financial Aid

The role of Financial Aid Services is to help students obtain accurate financial aid information and to assist them in planning financial strategies so that they may be better able to participate in the education process. These services are available from the financial aid staff at all HACC locations. See each HACC location phone listing for specific contact information. Any person who is officially enrolled in a degree, certificate or diploma program who has applied for admission to the College may apply for financial aid. A list of those programs are available on the financial aid website under the heading “eligibility.” This aid is available in the form of grants, scholarships, loans, and employment. To determine the amount of the student’s financial resources that can be used for educational purposes, the College requires that all financial aid applicants submit the Free Application for Federal Student Aid (FAFSA). The FAFSA can be filed online by going to www.fafsa.ed.gov.

All students who wish to be considered for institutional financial aid must complete the FAFSA. The Pennsylvania Higher Education Assistance Agency (PHEAA) determines eligibility for state grants.

The recommended filing date for the FAFSA is April 15 each year. Students who have their FAFSAs filed by April 15 are given maximum consideration for financial aid. To have aid awarded by the first day of fall classes, all requested paperwork must be submitted by June 30 to the campus financial aid office.

Students who are beginning in the spring semester should have their FAFSA filed and all paperwork into the Office of Financial Aid Services by October 31 of each year or expect to make payment toward their spring tuition.

For summer sessions, students are automatically considered for Pell grants. Students must apply for summer loans by completing the summer loan request form on MyHACC. Summer aid is based on whatever grants and loans the student did not use in the prior fall and spring terms.

Students who withdraw, drop credits or stop attending after the semester starts may have their financial aid reduced or sent back to the federal government resulting in a balance owed to the school. Students are responsible for the tuition and fees that they incur while enrolled.

Students can monitor all requirements, messages and awards on MyHACC. Students can also check their HAWKMail. The financial aid offices will communicate with students through their HAWKMail accounts. All student loans must be accepted by the student on MyHACC each year for the loan to be processed.

Apply for HACC Scholarships

The HACC Foundation is a 501(c)(3) nonprofit organization that was established in 1985 to raise funds for HACC. Each year, the HACC Foundation contribute to the College in support of scholarships for students, innovative academic programs, state-of-the-art training equipment and modernized facilities.

Donors to the HACC Foundation include individuals and organization. On average, the HACC Foundation raises between \$1.5 million and \$2 million each year.

HACC Foundation Scholarships are available for credit and noncredit students. For more information on scholarship application and deadlines, please visit www.hacc.edu/scholarships.

For more information, please visit hacc.edu/HACCFoundation. Also, follow us on [Twitter](https://twitter.com/HACC_info) (@HACC_info), like us on [Facebook](https://www.facebook.com/HACC64) (Facebook.com/HACC64) and use #HACCNews.

Progress for Federal and Institutional Financial Aid

Satisfactory academic progress (SAP) is used to define successful completion of coursework to maintain eligibility for student financial aid. SAP is measured qualitatively, which is represented by your GPA. You must maintain a minimum cumulative GPA to remain eligible for aid. It is also represented quantitatively in two ways: First, you must complete 67% of all the coursework you attempt. Second, you must complete your degree/certificate/diploma within a specific timeframe.

The maximum allowable timeframe for receiving aid is equal to 150% of the length of your academic program. For example, if you are pursuing a major that requires 60 credits for graduation, you would reach the maximum timeframe at 90 credits attempted (60 x 1.5). As a general rule of thumb, we advise that you take only classes required for your program and limit the number of times you change your major.

If you are a transfer student, the credits transferred into HACC will be counted in the maximum timeframe. Repeated courses will also be applied toward the maximum timeframe. Remedial coursework will not be counted toward your maximum timeframe.

If you fail to meet SAP standards, your federal financial aid, including loans, will be discontinued. You are permitted to submit a written appeal with supporting documentation for reinstatement of financial aid eligibility if you had extenuating circumstances that contributed to your SAP standing.

Extenuating circumstances may include:

- Serious injury of the student and/or the student's immediate family
- Serious extended illness of the student and/or the student's immediate family
- Death of the student's relative

A Financial Aid Appeal committee at the campus you attend will review your appeal and documentation and determine whether you may continue to receive federal aid. If you are approved, you must pass all coursework from that point on in order to continue to receive aid. If at any point, you regain the required GPA and/or 67% required completion rate, your aid will be reinstated automatically.

Repeated Coursework

Per Federal Regulation, a student is not eligible for Title IV (federal) financial aid for any course they repeat more than once if they have previously passed the course. For example: If you took BIOL 101 and earned a D; you can retake the course once and receive financial aid for that course.

If you attempt to retake the course a third time, no federal financial aid funds can be used to help pay for the class.

Information relating to SAP and decisions rendered by the Financial Aid Appeal committee are detailed in Administrative Procedure 513 and 591 respectively. Additional information is available in the Financial Aid Office at each campus or by calling 1-800-ABC-HACC.

Financial Obligations

Students who have financial obligations with the College will not be permitted to register and academic records will not be released until the obligation to the College is settled. Financial obligations may consist of overdue books or equipment, parking violations, overdue short-term loans, outstanding tuition and fees, financial aid concerns, etc.

Career Services

An integral part of any college student's educational experience should be his or her career development. To be successful in the challenging workforce of the twenty-first century, students need to be proactive and have the foresight to connect their education to the world of work. For this reason, each campus of HACC offers a Career Services office to help students "begin with the end in mind."

The Career Services offices at each campus can help students at all stages of their educational journey. Early in their experience, students can utilize Career Services resources to explore career options and make informed decisions about majors and occupations. Once a student has decided on a major, the Career Services staff can help students design a career development plan and explore in-field experience options. Then, as students begin to move toward completion of their programs, the Career Services staff can help students prepare for the job search. Thus, the Career Services office at each campus is a "one-stop shop" for everything career related.

Students are encouraged to visit their local campus career office and to explore the Career Services webpage at www.hacc.edu and search "Career Services" in order to learn more about how Career Services can—and should—be a vital part of their educational experience at HACC.

Library Services

The HACC Library System provides library services at each of the five HACC locations and remote access to library resources on the Web at www.hacc.edu, search "Library".

Enhance your learning experience by taking advantage of on-site expertise by qualified library faculty and staff who will assist you in completing classroom assignments requiring library research and/or finding information on any topic. As a HACC student, you may access the library's online services and resources from remote locations at any time via the Internet-based catalog by using your HACCID and have the full benefits of the entire library system. Services available online include access to your library account, interlibrary loan and "Ask A Librarian." Online resources include full-text, periodical and newspaper articles, research guides on various subjects, art images, and more. In addition, selected reference materials available online include encyclopedias and dictionaries, business information, resources on current events and controversial topics, literature and criticism, and more.

Each of the libraries maintains a collection of books covering subjects taught in the courses at HACC. An interlibrary loan delivery system allows you to request books from any HACC library or from other libraries in the region. Books are delivered to your HACC location for pick-up at the library circulation desk. Selected popular titles, such as best sellers, are provided in the Leisure Reading Collections at each HACC location.

Check the website for current hours of operation for each campus library. Your tuition entitles you to the use of library resources and services so stop by your campus library and check it out.

Military and Veterans Affairs

The Military and Veteran Affairs Office (MVAO) Central is located on the Harrisburg Campus in the Cooper building, room 206. The MVAO is staffed with a full-time director and coordinator and VA work-study students. Additional MVAO offices are located at each HACC campus (office hours vary based on semester). Each office is staffed by VA work-study students.

Veterans, Active Duty, National Guard and reserve service members, and dependent students may obtain information on and assistance with applying for VA and DoD education benefits. Benefits include all Veteran Affairs (VA) education benefits, Education Assistance Program (EAP), Tuition Assistance, state grants, VA tutorial assistance, and the VA work-study program. Information on forms and documents required when applying for Veterans' Education Assistance can also be obtained from the MVAO. G.I. Bill rates can be found at benefits.va.gov/gibill/ or on HACC's Veteran Affairs Webpage (www.hacc.edu and search "Veterans"). G.I. Bill benefit rates will vary depending on the credit load carried and the length of each session or semester. Most veterans' educational benefits are reduced if fewer than 12 credits are carried during a semester.

The VA is notified when veterans reduce their course load. The VA is also notified when veterans are placed on academic probation or suspension.

A Veterans Benefits Request Form (Yellow Sheet) must be completed each semester to ensure continued G.I. Bill benefits. A continuing student can submit the Yellow Sheet online via MyHACC or by stopping in at the campus MVAO. A new student should see the campus MVAO first before submitting the Yellow Sheet.

Pennsylvania National Guard students must complete an EAP Form 2 each academic year and submit it to their Unit of Assignment to receive EAP benefits. Students who are eligible for FTA/TA must apply for that benefit no later than 30 days prior to the start of each semester. Students receiving EAP or FTA must contact the MVAO each semester and submit a Yellow Sheet to have their names added to the appropriate list.

All credit programs at HACC are deemed approved by G.I. Bill benefits by the VA. Most noncredit programs are approved, including Police Academy and Fire Academy. Contact your campus MVAO for further details on approved noncredit programs. Email any MVAO office at vaoffice@hacc.edu.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

Tutoring and Testing

Tutoring and Testing serves students by providing guided support opportunities that contribute to and enhance the total college experience.

For more information, call the appropriate phone number for the location where you attend classes.

Tutoring Centers

HACC tutoring centers provide free tutorial assistance and workshops in academic skills development on a walk-in, scheduled or referral basis. Centers are staffed with professional and peer tutors who assist students seeking to improve their skills in reading, writing, accounting, math computation, problem solving, science, computer literacy, speech, and academic success. Online tutoring is also available via Smarthinking.

Test Centers

HACC test centers provide a variety of services that promote academic success, personal growth and career development. It also provides a secure, comprehensive environment for testing candidates.

Exams offered by The Test Center may include:

- Placement testing
- Academic make-up exams
- CLEP exams
- ATI TEAS
- Testing for other colleges and universities
- Microsoft Office Specialist test
- ACT testing for high schools and professional certification
- Community agency tests
- Praxis

For more information, call HACC Tutoring and testing office at your campus.

Behavioral Intervention Team (BIT)

While interacting with students across the College, faculty and staff may be confronted with situations in which a student is displaying concerning behavior. The Behavioral Intervention Team (BIT) model is designed to assist them.

Behaviors of concern might be observed in a number of settings: in the classroom, at a service location or office, at an on-campus job, or during participation at an extracurricular activity. Faculty and staff are encouraged to use the Behavioral Reporting Form to report such concerns.

Students are encouraged to report such behaviors to the Campus Dean of Student Affairs or any College faculty or staff member. By reporting behaviors that are concerning, the Behavioral Intervention Team will be able to reach out to students to intervene, provide support and connect them with resources that can assist them.

Each HACC campus has a Behavioral Intervention Team. The Behavioral Intervention Team is a team that meets regularly to serve five major functions for the campus:

- Act in a proactive manner to assist students
- Maintain confidentiality and handle all matters discreetly
- Provide consultation and support to faculty and staff

- Connect students with needed resources
- Recommend interventions or sanctions

The BIT process does not replace faculty classroom management, disciplinary processes or public safety responses to incidents.

The Behavioral Intervention Team model works within all current College policies and serves as a model to formalize processes at the College.

Additional information can be found at www.hacc.edu/bit.

Ombudsperson

A College Ombudsperson is assigned to each campus to handle various concerns and complaints involving staff, students or members of the community. The Ombudsperson serves in a voluntary capacity and fulfills the following duties: to act as a point of contact for informal complainants; to advise complainants on appropriate courses of action to resolve their concerns; and to attempt to mediate and seek an informal resolution between the complainant and the other party(s) before the issue progresses to formal proceedings.. See campus phone list for ombudsperson on your campus or you can contact Elgin Thomas, coordinator, employee relations, Office of Human Resources, 205 Ted Lick Administration Building at 717-736-4128.

Transfer to Four-Year Colleges

The earlier you begin the transfer process, the better your chances of being accepted into the four-year college of your choice with little or no credit loss. The transfer process includes the following steps: choosing a major, choosing a transfer college, choosing the right courses (or curriculum), and understanding the transfer college application process.

You are encouraged to speak with your advisor or counselor when considering transfer options. Transfer information is available from the Career and Transfer Center at the Harrisburg Campus. Transfer options can be explored in the Counseling/Advising at the Lancaster, Lebanon, Gettysburg, and York campuses. Transfer reference materials include college catalogs, admission applications, as well as transfer advising notebooks that outline which courses to take for specific colleges. The most detailed and updated transfer information can be found on the HACC website under “Students.”

In addition to your application for admission, you must also submit an official transcript of your HACC academic record. Current and former students may request an official transcript in MyHACC or submit a Transcript Request Form available on hacc.edu or from Campus Welcome Center.

Dual Admission

You can be enrolled at HACC and a Four-Year institution at the same time. We have Dual Admissions agreements with 15 colleges. This allows:

- Early transfer planning
- Application fee waived
- Specific course requirements. You will know the exact credits your intended major requires at your four-year transfer institution. This ensures you will not take non-transferable courses.
- The admissions staff at your four-year transfer institution will review your official transcript after each semester. They will make sure you are on track for successful transfer.
- Clear semester-by-semester academic advising. Your HACC advisor and an advisor at your four-year transfer institution will provide academic advising.

Virtual Learning

Many students find it difficult to attend on-campus classes due to personal or professional responsibilities. They find that online classes, offered through HACC's Virtual Learning, are a convenient way to achieve their academic goals. Virtual Learning has a considerable selection of online classes which can be accessed anywhere at any time, using a computer with a connection to the Internet. Most significantly, each instructor designs his or her course creating a unique experience for the online learning space. Students should be comfortable using Web technologies. Communication with the instructor and other students takes place through discussion boards, chat, and email. Special hardware or software may be required. Web resources and multimedia materials may be used in addition to the textbook. Opportunities to participate with online "Welcome Back" programs are available. Students who take online classes also have access to a variety of online resources and services including online tutoring, the Student Resource Center and Lounge (SRCL), and Virtual Learning Student Advisory Council (VLSAC) as well as services offered at any of HACC's physical locations. The primary way that students access online class information is through the College's Brightspace by D2L.

Detailed class information, schedules, and student resources are located on the Virtual Learning website at www.hacc.edu/virtual.

myHACC Online Self-Services

Students are able to access their records through the portal myHACC. This is a secure way to access information that is kept in the College's computer information system. Computers are available for use at the library and the open labs of any HACC location. Most public libraries also have computers available for use.

The system will let you access certain information listed below:

- Academic advisor assignment
- Apply for credit scholarships
- BrightSpace D2L
- Change of address
- Check HAWKMail email
- Enrollment verification
- Financial aid status
- Graduation application
- Mid-term and final grades
- Payment options
- Registration for courses
- Request for official transcript
- Reset or change expired myHacc passwords (See pg. 25, below, for instructions.)
- Retrieve 1098T tax form
- Student detail schedule
- Technical Support
- Tuition charge and account detail
- Tuition payments

Logging into myHACC

1. Go to <http://www.hacc.edu>.
2. Click on myHACC (found at the top of all web pages).
3. Enter your User ID. (This is your HAWKMail prefix which consist of the letters and numbers of your HAWKMail address)
4. Enter your password. (New students password is HaccMMDDYY i.e. Hacc061090)
5. For your security and privacy, when you are finished viewing your information, logout from myHACC by clicking on the exit button on the upper right hand side of the computer screen.

Technical Support Page

The Technical Support page provides useful information regarding the college’s computing and media support services. The page can be found on the front page of www.hacc.edu at the bottom under the category Current Students. This link is also available to current students on the My.HACC portal.

On this page, you can also find information about:

- IT Support Center hours of operation
- Microsoft Office 365
- Microsoft Imagine Program
- HACC Wireless Network (click on Technical Support from “Student” portal)
- Help with ID and Password
- IT Office Locations at each campus
- Pearson Resources
- FAQ’s

Students Access to wireless network

Select **HACCwifi** from your Wifi Settings

Log in with your myHACC username and password

- **Username:** jad1234 (HAWKMail prefix, letters, and numbers **BEFORE** the @ symbol)
- **Password:** password you use for MyHACC

How to Connect to HACCwifi Network	
iPhone/iPad	<ol style="list-style-type: none"> 1. Tap Settings icon 2. Tap Wi-Fi 3. Select HACCwifi 4. Enter Username: HAWKMail prefix 5. Enter Password: same as myHACC 6. Tap Join
Android	<ol style="list-style-type: none"> 1. Open device’s settings. 2. Tap Wi-Fi 3. At the top, tap the On/Off switch. 4. Select HACCwifi from the list of available Wi-Fi networks. 5. Enter Username: HAWKMail prefix 6. Enter Password: same as myHACC 7. Tap Connect 8. Once connect “Connected” show under the network name HACCwifi. 9. The Wi-Fi network is a saved network. When in range, your device automatically connects to it.
Windows 10	<ol style="list-style-type: none"> 1. Click Wi-Fi icon - right corner of the taskbar. 2. Select HACCwifi 3. Enter Username: HAWKMail prefix 4. Enter Password: same as myHACC
Apple Computers	<ol style="list-style-type: none"> 1. Click Wi-Fi icon top right corner of the desktop near the battery icon and time. 2. Select HACCwifi 3. Enter Username: HAWKMail prefix and Password: same as myHACC. 4. Click Continue to accept the certificate 5. Depending on the your Mac’s security settings you may be

	prompted for your local computer login.
Windows 8	<ol style="list-style-type: none"> 1. Click Wi-Fi icon - right corner of the taskbar. 2. Select HACCwifi 3. Enter Username: HAWKMail prefix 4. Enter Password: same as MyHACC
Windows 7	<ol style="list-style-type: none"> 1. Click up arrow to the right of the time in the bottom right corner of the desktop. 2. Select WiFi icon 3. Select HACCwifi 4. Enter Username: HAWKMail prefix 5. Enter Password: same as myHACC

Password Reset Portal

Students must have a current cellular phone number, home phone number, or non-HAWKMail email on file with HACC to use the self-service password reset portal. Students may verify and update contact information using the Change Password link on the Technical Support page of www.hacc.edu. The system will require the student to log in prior to updating personal information.

Please Note: Contact information updated using the password portal is verified and processed by the Student Records Office. Students will be notified by the Student Records Office when complete. Please allow two business days for the update to be processed. Alternatively, students may contact the Welcome Center to update addresses, phone numbers, and personal email addresses immediately.

Change Password

Passwords may be changed at any time prior to password expiration by using the Change Password link on the Technical Support page of www.hacc.edu.

Password Management

Students may reset a forgotten password by clicking the Password Management link on the Technical Support page of www.hacc.edu. The password reset process will send a verification code to the cellular phone number, home phone number, or non-HAWKMail email address on file.

HAWKMail (Student Email)

HACC assigns a student email address called HAWKMail to all registered, newly admitted and Non Credit students.

HAWKMail is a free Google Mail (Gmail) account for HACC students. HACC will use HAWKMail to email students about:

- Class registration
- Financial information
- Graduation information
- Academic status and more
- Important course information from HACC faculty members
- Scholarship Information

As a HACC student, ***IT IS IMPORTANT THAT YOU ACTIVATE YOUR ACCOUNT*** and check it often for important announcements and official College correspondence. ***If you previously provided a personal email account to HACC, HACC will no longer use that email account to communicate with you. All future correspondence from HACC will come through your HAWKMail account.***

Be aware that email communications are are not to be considered private or secure. HACC is not responsible for any information you include in your emails. HACC personnel will make every attempt not to include any of your personal identifiable information in emails to you.

All students will be required to adhere to the Gmail Program Policies as explained on the “**Create an Account**” screen. If a student is found to be in violation of Google or HACC policies at any time, Google or HACC may suspend or terminate the account, and the College may pursue disciplinary action.

Students can link their Hawkmail accounts to BrightSpace! This provides access to some great features; like being able to complete homework assignments in Google Drive and submit them to Dropboxes in BrightSpace. You can find out more about this by going to https://docs.google.com/document/d/1BwQ13GV6hLr1CAtf9cvUDrNQMbCds53tZ_vEsRQc5qQ/edit?usp=sharing

Additional information, including Frequently Asked Questions and HAWKMail tutorials, can be found at www.hacc.edu and search "HAWKMail".

Athletics

HACC is a member of the National Junior College Athletic Association (NJCAA). The NJCAA has over 500 member institutions and is split into 24 regions. HACC competes in a Region XIX comprised of Pennsylvania, Delaware and New Jersey schools. HACC participates in golf, men's soccer, women's volleyball, men's basketball, women's basketball, and cross-country.

The NJCAA has eligibility requirements, which change according to the number of semesters a student has attended college and participated in athletics. Student athletes are permitted to participate in a sport for two academic years. Student athletes are required to take at least 12 credit hours during their season of competition. Students from all of HACC's campuses are eligible to participate. For more information about athletics or joining a team, contact Lisa Cleveland, Harrisburg Campus, E105, 717-780-1923.

Intramurals

The intramural recreational sports program at HACC is designed to provide an opportunity for the campus community members to take part in organized competitive and noncompetitive recreational sports and leisure activities. Tournaments are offered in a diverse array of sporting activities that include team sports, individual sports and events. Championship T-shirts are awarded to the winner of each sponsored activity.

Informal Recreation

The J.W. Evans Physical Education Center on the Harrisburg Campus houses physical education classes, athletics and informal recreational opportunities. The following areas are available to students, faculty, staff or alumni with a valid HACCID: gym, pool, weight room, racquetball court, tennis courts, putting green, field and sidewalk track.

Hours of Operation:

Semester Hours:

Sunday: 11 a.m.-5:30 p.m.

Monday-Thursday: 8 a.m.-9 p.m.

Friday: 8 a.m.-6 p.m.

Saturday: 8:30 a.m.-5:30 p.m.

Summer Hours:

Monday-Thursday: 8 a.m.-9 p.m.

The Lancaster Campus has an Fitness Room and follows the same policies and procedures as the Evans Center. It is located in Main Room 110 and the operating hours during the Fall and Spring semesters are Monday-Thursday 9a.m.-8p.m. and 9 a.m.-5 p.m. Friday.

Guest policy: *Cardholders may bring one guest per visit to use the facility.* That guest must present a photo ID to the front desk when entering the facility. Each cardholder is responsible for the guest during the use of the facility. The cardholder may not give his or her card to anyone. Please keep in mind that misuse of your HACCID card may result in confiscation of the card.

Dress code and facility rules are available at www.hacc.edu and search "Evans PE Center".

STUDENT DEVELOPMENT

Student Government

All students are members of the Student Government Association (SGA), which annually elect the SGA officers at each campus.

The SGA Executive Council (SGAEC) serves as the representative voice of the students from all regional campuses to the College. A copy of the SGAEC Constitution is available on myHacc.

The SGA at HACC provides students with a strong voice in the overall governance of the College. The SGA represents the entire student body and works closely with all components of the College community, such as the administration, Faculty Council and various committees. Through involvement in decision-making at the College, SGA strives to ensure that the interests and rights of all students are served.

Students interested in becoming involved with SGA should contact their SGA campus office.

Online Student Success and Involvement

Students taking online classes have the same student government and leadership opportunities as on campus students through the Virtual Learning Student Advisory Council (VLSAC).

The VLSAC is comprised of students who work to improve the online educational experience for all virtual learners, represent all students from HACC's Virtual Learning organization and champion their collective interests. The organization's goals are accomplished through frequent communication, community building activities, advising on student activity fee allocation, cooperative implementation of initiatives designed to improve online learning, and giving virtual students a voice in governing decisions of the college.

Procedures and Regulations for Recognition of Student Organizations

Procedures for the recognition and chartering of student organizations, financial and budget procedures, advisor requirements, and scheduling of facilities may be requested from the Student Life and Multicultural Programs Office.

College-Wide Honor Societies

- Kappa Beta Delta (The Business Honor Society; by invitation only)
- Mu Alpha Theta (National Mathematical Honors Society; by invitation only)
- Lambda Beta Society (The Respiratory Care Honors Society; by invitation only)
- Phi Theta Kappa (The Honors Society; by invitation only)

College-Wide Student Publications

The Fourth Estate – Harrisburg Campus
LebaNon-Sequitur – Lebanon Campus
Voices – Lancaster Campus
Wildwood Journal – Harrisburg Campus

The Student Handbook
Livewire – Lancaster Campus
The White Rose Journal – York Campus

STUDENT DEVELOPMENT

Clubs and Organizations

Gettysburg Campus

Environmental Club
HACC Gettysburg Allies, (LGBTQIA)
Phi Bet Lambda (Business Club)
Phi Theta Kappa (PTK)
Nursing Student Organization

Ski & Boarding Club
Student Programming Board (SPB)
Student Government Association (SGA)

Gettysburg Campus (cont'd)

New clubs are formed in response to student interest. If you are interested in starting a new club or joining an existing group, please contact Jessica Knouse, 717-339-3536.

Harrisburg Campus

Student Organizations:

Student Government Association (SGA)
Student Program Board (SPB)
The Fourth Estate (student newspaper)

Student clubs:

African American Student Association (AASA)
Architecture & Construction Club
Ceramic Club
Christian Student Fellowship (CSF)
Computer Tech
Culinary & Pastry Club
Dramatics Arts Club*
Engineer & Technology Club
Glass Club
HACC/JACC (Japanese Anime)

International Awareness Club (IAC)
Modern Muslim Association (MMA)
Mosaics Club
Music Club
Nursing Student Organization
Phi Theta Kappa (PTK)
Phi Beta Lambda
Pulse Echo Ultrasound Club
Social Inquiry/Social Action
Society of Student Designers
Student American Dental Hygienist Association (SADHA)
Stich and Batch
Surgical Technology Club

New clubs are formed in response to student interest. If you wish to contact any club about joining, or if you wish to offer an idea, all organizations have mailboxes in Cooper 203 and messages may be left there. Can't find a club or an organization that matches your special interest? Students can request to begin a new Student Club/Organization by contacting the Office of Student Development and Multicultural Programs, Cooper 205, 717-780-1159.

Lancaster Campus

Student Clubs:

Student Government Association (SGA)
Phi Theta Kappa (PTK)
Student Nursing Organization (SNO)
Students of Radiologic Technology (SORT)
Voices-Literary Magazine
Environmental Science Club

Allies
Live Wire Newspaper
Philosophy Club
International Club
Soccer Club

New clubs are formed in response to student interest. If you are interested in starting a new club or joining an existing group, please contact Monica Dixon Howard, Office of Student Development at 717-358-2850 or mrdixon@hacc.edu.

STUDENT DEVELOPMENT

Office of Student Life located in *Main 105*, encourages your involvement in the numerous activities, events and programs offered on campus. We provide:

- Leadership Opportunities
- Co-Curricular Experiences
- Subsidized costs of U-GRO daycare
- Affordable student trips
- FREE HACC exercise room, student planners, newspapers, RRTA student transportation, power packs program and much more...

Join us on Facebook at:

www.facebook.com/HACCLancasterSGA

For questions or concerns, please call (717) 358-2858 or stop in to room 105 Main

Lebanon Campus

Artist Guild

Phi Theta Kappa (PTK)

Student Government Association (SGA)

Veterans Support Club

Hispanos Unidos

New clubs are formed in response to student interest. Please contact the blskaf@hacc.edu for information on joining a club or to offer new club ideas. For additional information on student organizations, contact Brandy Skaf at the Lebanon Campus, Room 243, 717-270-6364.

Virtual Learning

Virtual Learning encourages students to be active members in various student life programs or clubs and organizations at any of our physical campuses. Students may also take advantage of unique student opportunities offered through Virtual Learning such as the Virtual Learning Student Advisory Council (VLSAC). To learn more, contact Emily Fox, Interim Director, Student Success, W232G, ejfox@hacc.edu or 717-780-2347.

York Campus

Art Club

Community Service Club (CSC)

Gender & Sexuality Alliance (GSA)

L.I.G.H.T. (Living in God's Holy Truth)

Multicultural & Diversity Alliance

Phi Theta Kappa (PTK)

Phi Beta Lambda (Business Club)

Student Government Association (SGA)

Student Nurses Organization (SNO)

Student Programming Board

Veterans Club

White Rose Journal

The York Campus encourages students to organize through governance, clubs and activities. Students are welcome to join the Student Government Association and Student Programming Board, which meets on a weekly basis to discuss student concerns and plan events for the student body. Students are encouraged to express their interest in forming clubs. Students who wish to become involved, at any level, are asked to contact Errol Wizda at the York Campus, 717-801-3251.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 helps protect the privacy of student education records. The Act provides for the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education.

Listed below are the rights FERPA provides to students with respect to their educational records.

Students have the right to inspect and review their educational records.

A student seeking to review their records should contact the Welcome Center at any campus and ask for a Records Review Request Form. HACC must comply with the request to review the records within 45 days of receiving the request. Students may request copies of their records, which will be reproduced at a cost of 10 cents per page, the cost to be borne by the student. However, the College may refuse to duplicate records in situations where the student has outstanding financial or other obligations to the College.

Students have the right to seek to amend their educational records.

Students may ask HACC personnel to amend a record if they believe it is inaccurate or misleading. The student should write to the Registrar, clearly identifying the part of the record to be changed and specifying why it is inaccurate or misleading.

If the decision is not to amend, the record as requested by the student, HACC staff will notify the student of the decision and advise the student of the right to a hearing regarding the request for amendment. If the student requests a hearing, the Registrar or designee shall gather the records, which are being challenged, and appoint a committee of one faculty member, one administrator and a member of the Student Affairs staff to hold a hearing with the student to review and discuss the information in question. The following conditions must be met:

1. The hearing must take place within 45 days of the written request of the student at a time that is convenient for both the student and the other parties involved.
2. Minutes shall be recorded at the hearing.
3. "Due process" shall be the guideline used for the conduct of the meeting.
4. If the records cannot be mutually agreed upon, the student has the right to submit information for the file to explain more adequately the information in question.

Students have the right to limit disclosure of information from their educational records.

With certain exceptions (described below), HACC may not release or disclose personally identifiable information unless the student has given prior consent in writing. A student may contact the Welcome Center at any campus for a Consent to Release Information form.

There are exceptions to non-disclosure. FERPA allows the release of directory information to anyone without the student's written consent.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

HACC does not promote the widespread release of “directory information.” Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed.

Designated directory information at HACC includes the following:

- Student name, address, telephone listing
- E-mail address
- Date of birth
- Major field of study at HACC
- Participation in officially recognized activities and sports
- Dates of attendance at HACC
- Degrees and awards received
- Photograph
- Educational institution most recently attended
- Full or part-time enrollment status
- Academic level (i.e., Freshman or Sophomore)

Students have the right to refuse to permit the release of directory information by making a request in writing.

Contact the Welcome Center at any location or Records Office for information.

Students should be aware that requesting non-disclosure might have negative consequences. (For instance HACC personnel will not be able to confirm the student’s degree to a prospective employer; their names will not be listed in the graduation program.) A request for non-disclosure will remain in effect unless revoked with a written request from the student.

HACC personnel may provide non-directory information to school officials with legitimate educational interest.

A school official is defined as:

- A person employed by HACC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel).
- A person or company with whom HACC has contacted as its agent to provide a service instead of using HACC employees or officials (such as attorney, National Student Clearinghouse, auditor, or collection agent).
- A person serving on the Board of Trustees.
- A student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- Responding to a subpoena or court order
- Connection with financial aid
- Health or safety emergencies
- Releasing the results of a disciplinary hearing to an alleged victim of a crime of violence

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for HACC.

Connection with financial aid

HACC personnel may disclose education records without consent to officials at another school in which a student seeks or intends to enroll.

Health or safety emergencies

There are certain other situations where non-directory information may be released without consent to outside persons or institutions. These situations, persons or institutions include:

- Parents of dependent students, as defined by the Internal Revenue Code
- Accrediting organizations
- Federal, state and local authorities involving an audit or evaluation of compliance with educational programs
- Organizations conducting studies for or on behalf of educational institutions

Students have the right to file a complaint concerning alleged failures by the College to comply with FERPA.

Complaints alleging FERPA violations may be made with the U.S. Department of Education. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-5920

HACC recognizes its responsibility to promote the principles of inclusion and equal opportunity in employment and education. Therefore, it is the policy of HACC, in full accordance with the law, not to discriminate in recruitment, employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, gender, national origin, ancestry, disability (physical or intellectual based challenges), place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, genetic history/information, or any other legally protected classification.

Inquiries should be directed to the Chief Inclusion and Diversity Officer, One HACC Drive, Harrisburg, PA 17110, telephone 717-736-4102.

Information concerning the Student Right-to-Know and Campus Security Act of 1990 is located at www.hacc.edu.

Academic Dishonesty

Academic honesty is one of the fundamental principles upon which the College was founded and upon which it must operate to continue to perform its most important function. Students are expected to be honest in all of their academic endeavors. The College views academic dishonesty as a serious breach of conduct. Depending upon the nature and severity of the dishonest act, the faculty and the College may discipline a student for verifiable acts of dishonesty occurring in or out of the classroom. Specific procedures for handling incidents of academic dishonesty are contained in Administrative Procedure 594, which can be obtained from any administrative office. Note that all incidences will be tracked and multiple incidences could result in more severe action.

Attendance Policy

Students are expected to attend, participate, and engage in all scheduled academic activities in the lecture, laboratory, or online course and are responsible for all class work. Instructors will present an outline of class work and an attendance policy on the first day of class. (Students who miss the first day of class are responsible for securing this information.)

A College administrator must approve an instructor's attendance policy. Some programs are accredited by external agencies that mandate specific attendance requirements; students must observe these special attendance policies, which are contained in the course syllabus.

Students should be careful to observe the college and course specific attendance policies since these policies may sometimes affect either grades or continued status in the class. Instructors must withdraw students who have missed all of the first three weeks of a regular term or the equivalent of a shorter term.

The College is sometimes required to make attendance reports to outside agencies concerning students who are receiving veterans' benefits, Social Security payments and various other federal, state and private scholarships. The attendance policy described in this handbook applies to all HACC locations. Faculty are required to maintain accurate attendance records for reporting purposes.

Certificate of Residence

The College is financed through tuition monies, the payment of which is generally divided equally among three parties: the student, the sponsoring school district and the Commonwealth of Pennsylvania. The current schedule of tuition and fees can be obtained online at www.hacc.edu, under Student Services, Tuition and Fees.

Student sponsorship by the Commonwealth of Pennsylvania and/or a school district is based upon residence requirements. It is the student's responsibility to be certain those requirements are met if sponsorship is desired. Students who have been residents of Pennsylvania for more than 12 months may meet the state residence requirement. For more information go to www.hacc.edu and click on Students, Registrar, and State Residency Reclassification.

Students may also be sponsored by one of the 22 local school districts. All students must have current Certificates of Residence on file with the College for district tuition sponsorship; otherwise, they will be required to pay tuition and Capital Outlay Fees normally provided by the sponsoring school district as required by the current schedule of tuition and fees. Certificates of Residence for the academic year cannot be obtained until July 1 preceding the academic year.

The following are several important facts concerning Certificates of Residence:

1. A Certificate of Residence is valid only during the fiscal year (July 1-June 30) in which it is issued.
2. The student's address as of July 1 of each fiscal year will determine the school district responsible for the following:
 - a. Determining student eligibility for tuition sponsorship, based on district residence requirements.
 - b. Issuing the Certificate of Residence upon fulfillment of district residence requirements.

All students must verify their residence status prior to registration for classes and must submit their Certificates of Residence by the tuition payment deadline.

Please note that some districts prefer to delay issuance of the certificate until one month prior to the beginning of classes. The list of the 22 sponsoring school districts appears in the College catalog or can be found online at www.hacc.edu, Admissions.

Students from sponsoring school districts can also attend the York, Lancaster, Lebanon, or Gettysburg campuses, and pay the current sponsoring tuition rate upon presentation of a current Certificate of Residence.

More information about state and/or school district residence can be found at www.hacc.edu, Students, Registrar.

Adding a Class

After initial registration and prior to the start date of the class, a student may add a class for which the prerequisites has been met providing that the class is not restricted and has seats remaining. Entrance to a class that is closed or full requires the approval of the Instructor. Students seeking entrance to restricted classes such as Nursing, Allied Health, Graphic Design etc., must obtain the appropriate approvals and signatures.

Dropping a Class or Complete Withdrawal from the College

Prior to the start of a term and through the full refund period, a student may drop a class with no withdrawal grade and no course charges. From the end of the full refund period and through the end of the partial refund period, a student may drop a class. Students who do not plan to attend a class or classes must initiate a drop or withdrawal to avoid possible charges and failing grades. Details about assigning grades in under "Search Documents" on your myHACC page.

Students receiving financial aid, veterans' benefits, and other state or federal benefits should investigate the impact of dropping classes that may affect those benefits.

Change of Major

A student wishing to change his/her program of study must complete and sign a Change of Major Program Form. The change is not official unless the student secures the signatures of the advisor and or academic counselor in the newly assigned program. The completed form must be returned to any campus Welcome Center prior to the audit deadline for the term, which is approximately three weeks into a regularly scheduled fall or spring term. Specific deadlines can be found at www.hacc.edu under Students, Advising and Counseling. Forms received after the deadline will be made effective with the upcoming term.

Graduation

Students who have any questions concerning graduation requirements should contact their faculty advisor. If you have any questions concerning the graduation process, please contact the Records Office at 717-780-2373 or email graduation@hacc.edu.

Grading System

HACC uses the following schedule of letter grades, definitions and quality point equivalents.

Letter	Quality Points	
Grade	Per Credit Hour	Definition
A	4.0	Superior
B	3.0	Good
C	2.0	Average
D	1.0	Passing
YD	1.0	Work in Progress, converted to a D
F	0.0	Failure
IF	0.0	Incomplete Work, Not Completed
YF	0.0	Work in Progress, Not Repeated
W	0.0	Official Withdrawal, does not calculate in GPA
I	0.0	Incomplete Work, does not calculate in GPA
Y	0.0	Work in Progress, does not calculate in GPA
S	0.0	Audit (No credit), does not calculate in GPA

CR, DR, FR Academic Renewal, do not calculate in GPA 0.00. Deadline to change to audit is within the refund period. NOTE: Further explanation of this grading system can be found under "Search Documents" on your myHACC page.

The grade point average (GPA) for a given term is determined as follows:

1. Multiply the number of quality points equivalent to the letter grade received in each course by the number of credit hours for the course to arrive at the number of quality points earned in each course.
2. Divide the sum of the quality points by the total number of credit hours taken (W grades do not count as hours taken).

The quotient represents the GPA for the term. The cumulative GPA is determined in the same manner as the term grade point average, except that all of the student's work at the College is taken into account. Work taken at a college prior to attendance at HACC is not considered when computing the GPA. Please see the next page for an example of computing a grade point average.

Midterm grades are available on MyHACC approximately in the eighth week of the term. These midterm grades indicate the student's progress in a specific course, but they are not entered on the transcript. The student's final grades are available on MyHACC within one week of the close of each term. A student who earns the grade of D or F in a course is permitted to repeat the course. Only the grades and credits earned when the course is repeated, will count in the student's cumulative GPA. The grading system described in this handbook applies to all HACC campuses and centers.

COLLEGE POLICIES AND PROCEDURES

Students at all campuses of HACC are governed by the same College policies and procedures.

Advertising/Publicity

Publicity for HACC student activities is under the supervision of the Student Government Association (SGA) Advisor at each campus. Refer to the directories for specific contact information. Student organizations may publicize their activities through off-campus posters, television, radio and newspaper, with permission of the SGA Advisor in cooperation with HACC's Office of College Advancement.

Bulletin Boards

Permission to mount posters and notices on any bulletin board or wall surface at the Harrisburg Campus must be obtained from the Office of Student Development and Multicultural Programs in C205. Permission to mount posters and notices at the Lancaster Campus must be obtained from the Office of Student Development and Multicultural Programs, 105C. Permission to mount posters and notices at the Lebanon, Gettysburg and York campuses must be obtained from the respective Dean's Office.

1. Posters and notices must be registered at the office listed above before posting.
2. Posters are not permitted on doors, windows or exteriors of College buildings.

Signs and notices will be limited to announcement of events on or off campus, which are of interest to the College community. All announcements are subject to the approval in accordance with policy and standards.

1. All signs must be neat and in good taste.
2. Each sign must bear a stamp of approval, which is obtained, from the appropriate office above. Any sign not bearing this stamp will be removed.
3. Signs cannot be posted for more than three weeks prior to the event and must be removed the first day of school after the scheduled event.
4. Longer periods of advertising may be granted for special event.
5. The location of the sign is to be approved by the appropriate office above.
6. All organizations will supply their own materials, will put up their own materials and will be responsible for removing their materials.
7. Staples are not to be used on bulletin boards under any circumstances.
8. Advertising by for-profit organizations is not permitted.

Personal Notices

1. Personal notices must be neatly printed or typed on 3-by-5 inch or 5-by-7 inch index cards. Notices smaller than 3 by 5 will not be approved. Any notices on notebook paper will not be approved. Please follow the same process as bulletin board postings.
2. Ads cannot be posted for more than two weeks. However, an ad can be approved and put up for an additional two weeks, but after this time, will not be approved.
3. Flyers and information sheets: Persons wishing to distribute flyers and information sheets at the Harrisburg, Gettysburg, Lancaster, Lebanon, or York campuses must have the approval of the appropriate office as listed in this policy. A request to display or distribute literature must be accompanied by a sample of that literature.

- Nothing illegible will be stamped or approved for posting. It will be up to the approval office to decide whether a particular item is suitable. Persons disregarding the preceding rules for advertising will be denied the privilege of further advertising.

Buildings and Grounds

General Care

Continuous walking across grass areas will eventually cause brown or muddy pathways that are unsightly. Please use the concrete or macadam walkways when walking on campus.

Littering can be a problem unless everyone disposes of trash in the containers provided. All refuse from meals and snacks must be disposed of properly. Care of buildings and grounds is a matter of pride and respect at HACC.

Careless or willful defacement or destruction of property will bring assessment and disciplinary action.

College Computer Use, Security and Internet Access Policy

The purpose of this policy is to communicate restrictions and appropriate procedures that the College places on the use of College-owned equipment, Internet access, digital media and copyrighted software that is licensed to the College and to address data security of student, staff and faculty records. Reference College Computer Use and Data Security Policy (AP 371) for complete details.

Computer Security

Computer security is critically important to the College. Each person at HACC, who gains access to the computer system, including students and student workers, should do so under that individual's unique user ID and password. Use of another person's user ID and password is prohibited by law and by College policy. User IDs and passwords should not be given to another person even on a temporary basis. Any compromise of security is a serious matter, and College employees and students are responsible for all actions performed under their user IDs and passwords.

The College may monitor access to and use of the equipment and networking infrastructure and systems for the following purposes:

- To ensure the security and operating performance of its systems and networks.
- To investigate possible violations of federal, state or local laws as well as College policies.

Family Educational Rights and Privacy Act

Employees at HACC may have access to education records, which contain personally identifiable information; the Family Educational Rights and Privacy Act of 1974 prohibit the disclosure. Disclosure of this information to any unauthorized person (including a parent or a spouse) is contrary to College policy.

Software Copyrights

It is the policy of the College to honor the copyrights of all software packages used by or licensed to the College and to recognize the intellectual property rights of the owner. All software installed on computers owned or controlled by the College must be purchased and used in accordance with College policies and procedures. Restrictions under this policy include:

1. Unlicensed copies of software shall not be used on equipment owned or controlled by the College.
2. The terms of all software licenses shall be honored. College computer resources shall not be used to violate the terms of any licensed software product.
 - a. It is a violation of College policy for College employees or students to make copies of software owned by or licensed to the College without written authorization from the Information Technology Services Department.
 - b. Copyrighted computer software not owned by or licensed to the College, shall not be copied by College employees or students using equipment owned or controlled by the College.
 - c. It is a violation of College policy for College employees or students to copy software for distribution among members of a class without written permission of the author or publisher.
 - d. Users are responsible for complying with all copyright law, digital rights management, licensing agreements, and College policies.

Participating in the unauthorized distribution of copyrighted material using College resources, including unauthorized peer-to-peer file sharing may subject students to civil and criminal liabilities. HACC has implemented technology-based deterrents in accordance with the statutes in the Higher Education Opportunity Act of 2008 (HEOA). HACC researches, documents and responds to each DMCA (Digital Millennium Copyright Act) notice received. Legal alternatives for legally downloading copyrighted materials can be found at www.hacc.edu.

Business Records

Any and all records generated by the College, including but not limited to personnel records, payroll records business and other related records, are considered to be confidential. Willful or unintentional unauthorized disclosure of such information violates College policy.

Internet

Access to the Internet is provided to College employees and students for educational, administrative and research purposes only. Use of the College network or Internet to create, display, email, or transmit materials which violate local, state or federal laws or College policies, regulations and administrative procedures is strictly prohibited. This includes but is not limited to: violation of applicable laws regarding copyright and trademark infringement, fraud, forgery, harassment, discrimination, obscenity, libel, or slander. The Board of Trustees policy, "Statement of Individual Rights of all Members of the College Community, Visitors and Guests" and the "Statement of Practices Constituting Unacceptable Conduct" are incorporated by reference in this policy. **HACC reserves the right to monitor network and internet traffic without prior notice and to investigate activity when a violation of policy or illegal activity is suspected.**

System Tampering

It is a violation of College policy to intentionally disrupt the performance of the college's computer systems or the College network, introduce computer viruses, read, execute, modify or delete any file belonging to someone else without permission, or to damage or remove any hardware that supports the College's infrastructure without express permission.

Procedures for College Computer Use, Security and Internet Access Policy

1. The College will publish the policy in the College catalog, the student handbook, and the administrative, classified and faculty handbooks.
2. Any breaches of the policy will be reported to the departmental supervisor, or in the case of regional locations, to the chief administrative officer. In cases concerning a breach of password security or copyright violation, the departmental supervisor or chief administrative officer will notify the Chief Technology Officer.
3. The Safety and Security Office may be contacted by College employees or by student workers for assistance if a computer user continues to disregard the policy. The Safety and Security Office will maintain a record of the incident and may refer the matter to the Student Judicial office for disciplinary action under Administrative Procedure 592 depending on the nature of the violation.
4. College employees are subject to disciplinary action resulting from violations of policy as defined in Policy 371 and Policy 871. Corrective action will be instituted by the immediate supervisor and may include processes described in Regulations for Reprimand, Suspension, and Dismissal of Faculty (886), Staff (888), and Administrators (888) respectively and the Student Disciplinary Policy (592).
5. User IDs and passwords for College employees are obtained by completion of the HACC Employee Computer Access Form available from the Office of Information Services and Technology. A complete copy of any policy and/or administrative procedure may be obtained from any administrative office.
6. Office of Information Services and Technology (OIST) is responsible for maintaining a database of computer software that is owned by or licensed to the College. College employees and students should contact OIST (Office of Information Services and Technologies)/IT Support with any questions concerning software use violations or to determine whether software is appropriately licensed.

Drug and Alcohol Awareness and Prevention

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, HACC College Policies 591 and 895 and the Student Code of Conduct, all HACC campuses and HACC-owned or controlled properties are considered "drug free." The sale, manufacture, distribution and unlawful use or possession of controlled substances as defined under commonwealth and federal law is prohibited.

HACC College Policies 591 and 895 also generally prohibit the possession and consumption of alcoholic beverages on all campuses. The possession of alcohol by anyone under the age of 21 is illegal. It is also illegal to provide, sell or furnish alcohol to anyone less than 21 years of age. The HACC Safety and Security Office will report law violations to and fully cooperate with law enforcement in the investigation and prosecution of drug and liquor law violations.

HACC maintains a Drug and Alcohol Abuse Prevention program designed to educate students and other members of the College community on the health risks of alcohol and other drugs and to provide information about the availability of alcohol and drug counseling, treatment and rehabilitation programs. This program is also designed to provide information regarding the legal sanctions under local, state and federal laws for the possession, use or distribution of illegal drugs and alcohol and the disciplinary sanctions the College may impose for violations of the drug and alcohol policies.

The counseling staff will provide confidential referrals to agencies in the community offering rehabilitation therapy and counseling for students suffering from the effects of drug or alcohol abuse.

Emergency Illness or Injury

Purpose

The Security and Access shared governance handbook describes procedures to be followed in providing care for emergency illness or injury on College property, off-campus centers and at College-sponsored activities. In an emergency, a College employee may render assistance according to the following approved procedures. For individuals under the age of 18, a parent/guardian will be contacted.

Procedures

Reporting Procedures

All members of the College community should report emergency illnesses or injuries where medical attention and/or first aid is required as follows:

1. Call 911 if a potentially life-threatening illness or injury presents itself and request that an ambulance be dispatched immediately. Provide the dispatcher with as much information as possible regarding the nature and extent of the emergency. The dispatcher may ask questions to get further information to help EMS personnel be fully informed upon their arrival. College employees cannot provide off-campus transportation to individuals with a potential life-threatening illness or injury. Please advise campus security or ask another person to do so as soon as possible after contacting 911. Officers will respond immediately to assist.
2. A seriously injured person should not be moved unless leaving them where they are would present a hazard of further injury or death. First aid may be administered if necessary, consistent with the nature and level of the training of the responder, until the ambulance arrives.
3. All costs of required ambulance transport, medical consultation and treatment are the responsibility of the individual.
4. For minor illnesses and injuries, contact the Campus Safety and Security Office. Refer to the Annual Security Report for guidelines for College emergencies. Emergency procedures are also posted on the website. If it is a work-related illness or injury, contact Human Resources immediately. College employees may transport fellow employees to a medical facility for minor illnesses or injuries.
5. At each campus, Safety and Security will assure that the contents of first aid boxes are replenished as needed.

Reporting requirements

1. If the Campus Safety and Security Office suspects that there is a communicable disease evident, they will contact the Director of Health and Safety. The Director of Health and Safety will report suspected student communicable diseases to the Health Department and the HACC Human Resources Offices. Human Resources will report suspected employee communicable diseases to the Health Department.
2. The Campus Safety and Security Office will report all incidents involving employees to Human Resources, who will work with the employee's supervisor to complete a Worker Compensation Report and/or other forms as needed.

Reporting communicable diseases

1. Any alleged medical problem that could threaten the health/safety of the individual or the health/safety of others should be reported to Campus Safety and Security, Human Resources, and the Director of Health and Safety. The College's Office of Human Resources will inform staff and students of all known locations of exposure. By law, the College may disclose personal information as necessary to protect the health or safety of a student or other person.
2. If it is determined that a medical evaluation will be required as a condition of continued enrollment, the Chief Student Affairs Officer notifies each student of this requirement. This notification includes an explanation of why this is occurring and of the possible actions that may result, following AP 621, "Suspension/Withdrawal of Students from Courses for Reasons of Health/Safety."

Medical emergencies

In case of a medical emergency, HACC will provide a statement to the College community as appropriate. Release of information in situations covered by this procedure will adhere to the guidelines prescribed by the Family Educational Rights and Privacy Act of 1974 and the Health Information Privacy Protection Act of 1996. All requests for the release of information are to be handled by the Director of Records at the Harrisburg Campus and by the CRCA or designee at the other campuses.

Accidents and injury investigations

The College Safety Committee is responsible for investigating any reported accident or injury with advice from legal counsel as necessary. A written report containing accident prevention and corrective action should be made available to the campus community following the investigation.

Further information

Further information can be obtained on the Public Safety and Security page of the College's website.

Fire Emergencies

In case of fire, it is of utmost importance that the area involved be evacuated as quickly and safely as possible. Building evacuation instructions, indicating the nearest exits, etc., are posted in each classroom and all exits are clearly marked. Faculty members will instruct students in their classes, at the beginning of each semester, of proper fire procedures and evacuation routes. All students should be familiar with these procedures.

At no time should a fire alarm be presumed to be a false alarm or drill. For maximum safety, all persons should leave the building in the event of the sounding of a fire alarm. No one should return to the building until an “all clear” is given by either a Safety and Security Officer or Facilities Department employee.

Parking motorcycles, mopeds and bicycles: Because of fire and safety codes, no two-wheel, gasoline powered vehicles (moped, motorcycle), may not be brought into ANY building interior or be parked under any building overhang. Bicycles should be left securely affixed to bicycle racks and not brought into buildings where they will block exits or hallways.

Gambling and Lotteries

Raffles, gambling and lotteries are prohibited.

Campus Safety and Security

HACC, Central Pennsylvania’s Community College, has established its Public Safety and Security Office with the mission of helping to ensure the safety and security of the College community and the College’s facilities in a professional and ethical manner.

All members of the College community are asked to assist in accomplishing this mission by being vigilant and reporting any safety concerns, out of place people or objects, criminal activity, accidents and emergencies to the Department. The Public Safety and Security Department is committed to working in partnership with the College community to provide a safe, welcoming environment, which provides the College community with the opportunity to learn and grow.

Any criminal activity on College property should be reported immediately to the HACC Public Safety and Security Department. Reports may be made by contacting the campus Public Safety and Security Department in person, by phone or call box, activation of the SOS or report feature on the Hawk Response App, by utilizing the “Campus Report a Crime” online service on the safety and security website at www.hacc.edu and search “Report A Crime”.

Officers respond to and conduct preliminary investigations of criminal and other incidents on HACC’s campuses and leased facilities. Safety and Security Officers seek assistance from and report criminal activity to local and state police agencies or other emergency services as situations dictate. Criminal actions or policy violations committed by students will also be referred to the campus dean of student affairs who will review the complaint and initiate possible student disciplinary action. Any College disciplinary action will be separate from actions taken by civil authorities. The disciplinary procedure is governed by College Administrative Procedure (AP) 592, which can be found in this student planner. Victims of violent crime or non-forcible sex offenses will be provided, upon written request, with the outcome of any College disciplinary proceedings against the alleged offender. If a victim is killed as a result of a violent crime, the victim’s next-of-kin may also be notified upon written request.

HACC Public Safety and Security Officers are not sworn as police officers and do not have arrest powers except as granted by law to private citizens for on-sight felony and retail/library theft detainment.

Under College policy, Public Safety and Security Officers may issue warnings and fines for violations of on-campus parking and traffic regulations. Fines for violations are outlined in HACC’s Security and Access Shared Governance Procedure, Administrative Procedure (IX) AP 361 and will be assessed against a student or employee’s account until paid.

HACC Public Safety and Security Officers are granted authority to ask people for identification and to determine whether individuals have lawful business on any HACC campus or property.

Please note: The HACC Public Safety and Security Office has no jurisdiction over crimes occurring off campus. Any criminal activity not occurring on College-owned or controlled property should be reported to the local or state law enforcement agency which is responsible for your particular area. The Public Safety and Security Office will provide assistance, if needed, in contacting the proper authorities. HACC does not have any officially recognized off-campus student organizations or housing facilities.

Identification Cards

ID card pictures are taken at the Welcome Center at each campus within the first two weeks of classes. Students will be able to obtain their ID card at that time. The identification card must be carried at all times while you are on campus. The cost is included in tuition fees; however, the replacement cost is \$5 per card. You must produce your identification card upon the request of any HACC staff member.

This card, which is not transferable, must be presented for permission to obtain materials from any campus library, to gain admittance to College-sponsored functions, to use all College facilities and equipment, and to check out media equipment. Fraudulent use of a HACC student identification card will be considered a violation of College regulation and may constitute a criminal offense.

Damage or Loss in Parking Lots

The College cannot assume liability for damage to or theft of vehicles or loss due to theft from vehicles while in College parking areas. Individuals are requested to report such damage or losses to the Campus Public Safety and Security Office as soon as possible after the incident has occurred. Public Safety and Security Officers will assist victims in contacting police to file a criminal report for any theft or damage to their vehicles.

Lost and Found

All lost and found items should be reported immediately to your Campus Public Safety and Security Office. Items turned in to the Public Safety and Security Office will be logged and securely stored. If you believe you have lost property, see your campus Public Safety and Security Office to see if it has been turned into Lost and Found.

Solicitations, Drives and Sales

Request to solicit students must be submitted to the Dean of Student Affairs for transmittal and consideration by the Student Government Association (SGA).

Clery Act Information

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) and its amendments is a federal law, which requires institutions of higher learning that receive Title IV funding to publish annually a report. This report outlines policies related to campus security and emergency response and that discloses crime prevalence statistics for crimes reported to the institution's Safety and Security Office and other campus authorities designated as Campus Security Authorities (CSAs). The disclosed statistics must cover the most recent three-year period and include those crimes occurring on any campus, any public property immediately adjacent and accessible to a campus and any non-campus buildings or property owned or controlled by the institution.

HACC's Annual Security Report can be found online at www.hacc.edu and search "Security" or in print free-of-charge from any campus Public Safety and Security Office.

In further accordance with the Clery Act, the HACC Public Safety and Security Department maintains a log of all criminal activity by nature of offense, date, time, location and disposition of the complaint. The information in the log is available for public review at each campus safety and security office during campus operating hours; unless such disclosure would be prohibited by law, would jeopardize the confidentiality of a victim, would jeopardize an ongoing criminal investigation, would cause a suspect to flee or evade detection or would result in the destruction of evidence. NOTE: Logs older than 60 days can be archived and will be made available within two business days of request per federal requirements.

In the event that the Public Safety and Security Department receives a credible report of a serious crime, which present a serious or ongoing threat to members of the College community on any HACC campus, HACC-owned or controlled property or any portion thereof, or within its immediate vicinity, a timely warning alert will be issued to the College community. Possible methods of notification are employee and student HAWK mail e-mail systems, campus electronic signage, the posting of bulletins, the HACC main and Public Safety and Security Department web sites at <http://www.hacc.edu/AboutHACC/PublicSafetyandSecurity/>, direct personal notification and campus student media publications such as the campus student newspaper. The director of Public Safety and Security selects method of notification or designee to best fit the nature of any given threat. Local and state police agencies will also be advised of any potential risk. By law and HACC Public Safety and Security Department policy, no information, which may serve to easily identify a crime victim, may be included in Timely Warning notices.

In accordance with the Federal Violence Against Women Act (VAWA) reauthorization and its amendments to the Clery Act, HACC collects and discloses statistics on known instances of dating violence, domestic violence, and stalking within its Clery geographies. HACC also complies with the VAWA requirements for primary and ongoing prevention programs, disciplinary and investigative procedures, including the use of a preponderance of evidence standard in investigations and adjudications, and other requirements as set forth in the law. Please see the HACC Annual Security Report or contact the College Title IX coordinator for additional information on VAWA, its requirements, and HACC's compliance initiatives.

Emergency Notification System

The e2Campus alert service sends text alerts with urgent messages about emergencies, weather closings or other situations that may affect a HACC campus. In addition to cell phone text messages, users can choose to receive alerts via email. They may also elect to receive alerts for as many campuses as they want. Parents and family of students are welcome to sign up. There is no cost to subscribe to e2Campus alerts. Data and messaging fees may be charged by the recipient's cell phone provider. To sign up for HACC's e2Campus alerts, please visit hacc.edu/AboutHACC/PublicSafetyandSecurity/E2Campus-Sign-up.cfm.

NOTE: You can choose when to stop receiving the e2Campus messages. e2Campus will prompt you via email to update your subscription prior to ending it.

Title IX of the 1972 Educational Amendments

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

– Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

HACC protects and supports those benefits found within Title IX of the 1972 Education Amendments:

- Promoting equity in academic and extracurricular programs.
- Preventing hostile environments based on sex and gender.
- Prohibiting sexual harassment and sexual violence.
- Protecting from retaliation and remedying the effects of other gender-based forms of discrimination.

HACC’s Title IX Coordinator, Anthony Beard, is your College contact if you feel that you have been discriminated against in your interaction with the College. In addition, all HACC security, counselors, and campus deans are available to assist.

Upon receipt of a complaint of sexual harassment or discrimination, the Title IX Coordinator will conduct an investigation. This investigation is separate from any public safety, law enforcement, or student judicial investigation and will have its own findings and recommendations, which may differ from other investigative processes. Due to the nature of Title IX requirements, the confidentiality of the reporting party cannot be guaranteed.

Please contact the Title IX Coordinator, Warren Anderson at 717-736-4102. Additional contact information and assistance is available from your Campus Public Safety and Security Office.

Code of Conduct

The College recognizes that it is necessary to establish guidelines for conduct in order to ensure protection of rights for the individual and for the College as an educational institution. In addition, to formally adopted rules and regulations, the following statements adopted by the College apply to all individuals of the College community, visitors and guests.

Equal Employment/Educational Opportunity (Policy 005)

Statement of Individual Rights of All Members of the College Community, Visitors and Guests (Policy 071)

Statement of Practices Constituting Unacceptable Conduct (Policy 074)

Tobacco-free Campuses (College Policy 375)

It shall be the policy of HACC to provide a tobacco-free workplace and environment for all persons, including staff, faculty, students, patients, visitors, contractors, subcontractors, and others. This policy also conforms to the Clean Indoor Air Act (CIAA), Act 27 of 2008, 35 P.S. § 637.1-637.11. Therefore, the use of any tobacco product is not allowed in or on property owned by HACC, including parking lots and HACC-owned vehicles. This policy prohibits all tobacco products, including cigarettes (e.g., clove, bidis, kreteks), electronic cigarettes, cigars, cigarillos, hookah-

smoked products, pipes, vaporizers, oral tobacco and nasal products, as well as any product intended to mimic tobacco products, containing tobacco flavoring or delivering nicotine. Smoking cessation products containing nicotine, such as nicotine patches, lozenges and gum, are excluded from this policy.

Access & Support Services for Students with Disabilities (Policy 521)

Student Grievances (Policy 591)

Student Disciplinary Action (Policy 592)

Academic Probation, Suspension and Reinstatement (Policy 638)

Appeal of Academic Decisions (Policy 663)

Repeat Course Policy (Policy 668)

HARASSMENT (Policy 875)

Bullying (SGP 875)

Hazing (SGP 522)

To obtain a current and complete copy of any policy and/or shared governance procedure contact any administrative office, or look on myHACC under Student tab, select Registration/Records, in third column at bottom, under "Select Main Category" select Policy or Procedure. Under "Select Sub Category", select All - then hit search documents. Policy and/or Procedures are listed in numerical order.

ACADEMIC CALENDAR - check www.hacc.edu/Students/CollegeCalendar/ for most up-to-date Academic Calendar for 2018-2019.

RIGHT TO KNOW – check <http://www.hacc.edu/AboutHACC/Administration/RighttKnow/>