Welcome to Harrisburg Area Community College!

We are very excited you have chosen to be a part of another successful year at HACC.

As an enrolled student at HACC, know that you BELONG! There are opportunities to connect with other students and engage in activities in and out of the classroom. Get involved! Use resources such as tutoring, instructors’ office hours, and the learning commons. Join a club or an affinity group to help you connect and find support. We hope that you will take advantage of all that HACC has to offer as you work towards degree completion for graduation or to transfer on to another institution. If you aren’t sure what assistance you need, please be sure to ask for assistance.

These past couple of years have been a challenge with COVID-19 protocols. We appreciate all of our students’ efforts in following protocols to ensure everyone’s safety while visiting and attending classes on campus.

We look forward to another wonderful and productive school year.

Again, welcome to HACC.

Have a great year!

Dr. Gina Crance

Assistant Vice President for Student Engagement and Belonging
Office of Inclusion, Diversity and Belonging
gcrance@hacc.edu
# Table of Contents

HACC’s Core Values ...................................................................................................................... 3  
About HACC .................................................................................................................................. 4  
Academic Affairs ............................................................................................................................ 5  
Academic Affairs: Who Do I Contact? ........................................................................................... 9  
Bookstore Information .................................................................................................................. 11  
Career Services ............................................................................................................................ 12  
Changing Your Password ............................................................................................................. 13  
College Calendars ......................................................................................................................... 16  
Diversity Studies and Faculty Partnerships .................................................................................. 17  
Global Education .......................................................................................................................... 18  
International Student Services ................................................................................................... 19  
Keystone Education Yields Success (KEYS) Program ................................................................ 20  
Library and Learning Commons .................................................................................................. 22  
Men of Color Initiatives (MOCI) .................................................................................................. 23  
Orientation Homebase .................................................................................................................. 24  
Safety and Security ....................................................................................................................... 25  
Student Access (formerly Disability) Services (SAS) ................................................................ 33  
Student Community Standards ..................................................................................................... 34  
Student Government ..................................................................................................................... 35  
Student Involvement .................................................................................................................... 36  
Student Mental Health .................................................................................................................. 38  
Student Newsletter ......................................................................................................................... 39  
Success Coaching.......................................................................................................................... 40  
Technology Support Center/User Support .................................................................................... 42  
Test Center .................................................................................................................................... 43  
Title IX .......................................................................................................................................... 44  
Title IX Compliance Pregnant and Parenting Students ............................................................... 50  
Tutoring Center .............................................................................................................................. 51  
Wellness, Athletics, Recreation and Engagement (W.A.R.E)....................................................... 52  
Workforce Development ................................................................................................................. 54
HACC’s Core Values

Excellence:

- We set high goals and achieve them.
- We consistently perform above our own and others’ expectations.
- We provide exceptional service to all.

Innovation:

- We challenge the status quo.
- We continually strive to develop new and creative approaches to the education and training needs of our communities.

Inclusivity:

- We promote respect, collegiality, diversity and empathy in all we say and do.
- We nurture awareness and cultural sensitivity to create a climate of trust.
- We create a learning environment that appreciates diversity.
- We respect the shared governance decision-making process.

Integrity:

- We behave in a manner consistent with our core values.
- We are honest, open and truthful in our statements and actions.
- We provide the most accurate information available in all communication.
About HACC

- 2019-22 Strategic Plan
- Office of the President
- College Leadership
- College Fact Sheet
- Administration
- Contact HACC
- HACC’s Impact
- HACC Publications
- Inclusion & Diversity
- Institutional Effectiveness
- Retirees
- Safety & Security
- Student Profiles
- Web Accessibility
In this section, information is presented about a number of academic topics, including HACC’s Learning Commons. This is an introduction to some key features around your studies at HACC. HACC is committed to offering educational programs that will meet the personal and professional needs of all of its students.

Credit Hours
Each course that you take at HACC will have a number of credit hours, or credits, associated with it. In a sense, this term is a measurement that determines the relative amount of time you may spend working in a course as well as how much the course will cost in tuition. Specifically, there is an expectation that a minimum of three hours of student work each week during the term will be devoted for each credit. The higher the number of credits, the more time you will likely have to devote to the course. At HACC, tuition is calculated on the basis of each credit. A majority of HACC courses are three credits.

Full-time students will usually take at least 12 credits in a fall or spring term (also called a semester), with 15 credits being a number needed in most cases if a student wants to graduate with an associate degree in two years.

Program Requirements
As a HACC student, you will be taking classes as part of an academic program (many times also called a major). There are several different types of programs at the college that each have a unique focus.

Associate Degrees often total 60-65 credits and are designed either for transfer to a four-year institution or to prepare students to enter the workforce in a particular field. Depending on the program, students can earn an Associate in Arts (AA), Associate in Science (AS), Associate in Fine Arts (AFA), and Associate in Applied Science (AAS). In most cases, the AA, AS, and AFA degrees are designed for transfer while the AAS degree is focused on direct employment after graduation. Associate degrees include both courses specific to a program of study as well as general education and core knowledge courses. These courses help provide students with an established baseline and common body of knowledge and skills in areas such as writing, oral communication, technology literacy, cultural awareness and quantitative literacy (often math). These courses are important both for transfer students and for furthering the “soft skills” that employers desire while exposing students to areas such as science, the humanities and the social/behavioral sciences.

HACC also offers Certificate and Diploma programs. These are generally more focused on technical career fields and involve fewer credits (30 in the case of certificates and 16 in the case of diplomas). In some cases, students can earn a certificate on their path to an associate degree.
HACC’s Academic Schools
Most programs at HACC are offered through its four Schools. These are the:

School of Business, Technology and Industry—home to HACC’s business, computer technology, engineering and trades programs
School of Health Science—home to HACC’s nursing and health care programs
School of Liberal Arts—home to a wide variety of HACC programs in art, criminal justice, education, human services, humanities and social/behavioral sciences
School of Science and Mathematics—home to HACC’s science, computer science, math and wellness programs

Each School has an administrative team that manages its courses and programs and is available to answer student questions. Please see the contact information elsewhere in this handbook.

Academic Calendar and Weather/Emergency Announcements
HACC publishes its academic calendar, or its key dates for when classes are taking place, several years in advance to help students know when terms start and end, which holidays are celebrated (with no classes held), when registration starts, and when final exams are held. Students can view the academic calendar at College Calendars (hacc.edu). The college also has a process to delay or cancel classes on a given day due to weather or other emergencies. For the latest information on possible emergency closures, please visit the webpage at Weather Announcements (hacc.edu).

Course Formats
HACC offers courses in a variety of formats, sometimes called modalities. For example, some courses are offered entirely face-to-face on one of HACC’s campuses while others are offered fully online (with everything done over a device without set class meeting times) through our Virtual Learning option. HACC also offers courses that combine face-to-face and online elements as well as remote courses broadcast over Zoom to students wherever they are on a set schedule (for example, every Tuesday and Thursday from 9:30 a.m.-10:45 a.m. during the semester). When signing up for courses, students will want to pay close attention to the format. HACC recommends that students check out the helpful information on these formats available on its webpage at https://www.hacc.edu/ProgramsandCourses/ClassSchedules/index.cfm.

What to Expect on Your First “Day” of Classes
The first day of classes is a time of excitement and frankly uncertainty whether a student is brand-new to HACC or coming back for another semester. Many times your class teacher, also known as your faculty member, instructor or professor, will send you an introductory email (on HACC’s Hawkmail email system) before the first-class meeting. This is how a student will receive the class Zoom link for example if they are registered for a remote class. If a student is in an online class, they will be able to log in to the course in D2L (accessible through the myHACC portal system) on the first day of the term to get oriented to that course. On campus, students report directly to their assigned classroom or lab space (that room assignment can be found with your schedule in myHACC).
Regardless of the format, one of the first things students will want to look at from their instructor is the **course syllabus**. The syllabus is provided by the instructor and will contain information about the course including the instructor’s contact information, the weekly class schedule and assignments, textbook information if applicable, how grading will be done, and course policies. Students are encouraged to ask questions about the syllabus to make sure that everything is as clear as possible.

**Course Policies**
In the syllabus, students will find out more about key policies in each class. This includes, among others, the instructor’s **attendance policy**, **academic dishonesty policy** and **makeup policy**. Each instructor, or sometimes program, may have a slightly different policy so it is important for students to be aware of them and to stay in touch with their instructor with questions.

**Choosing and Changing a Major**
When a student first applies to HACC, they choose an initial major or program of study. This helps HACC staff provide meaningful orientation and advising information that is relevant to the student. However, if a student finds that they wish to change their major, it is definitely possible to do so. In fact, this happens for many students and is normal. A student wishing to change their program of study must complete and sign a Change of Major Program Form at [https://www.cognitoforms.com/HACC2/ChangeOfMajorForm2](https://www.cognitoforms.com/HACC2/ChangeOfMajorForm2).

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>Does not count in GPA until course is completed</td>
</tr>
<tr>
<td>W</td>
<td>Does not count in GPA</td>
</tr>
</tbody>
</table>

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 consideration. Work taken at a college before attendance at HACC is not considered when computing the GPA.
For example, a student earns 1 A, 2 Bs and 1 C in 3-credit courses in a term. The term GPA would equal ((4 quality points for the A x 3 credits OR 12) + (3 quality points for the B x 3 credits OR 9) + 3 quality points for the second B x 3 credits OR 9) + (2 quality points for the C x 3 credits OR 6)) = 36 total quality points / 12 total credits = 3.0 GPA

Midterm grades are available on myHACC approximately in the eighth week of the fall and spring terms. 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.

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).

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.
# Academic Affairs: Who Do I Contact?

<table>
<thead>
<tr>
<th>For questions about academic courses or programs?</th>
<th>School dean or associate dean</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School of Business, Technology and Industry</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Business:</strong> Accounting, Auctioneering, Baking, Business, Culinary, Economics, Finance, Hospitality Management, Management, Marketing, Music Business, Paralegal, Real Estate</td>
<td>Jazmin Simpson 717-801-3327 <a href="mailto:jbsimpso@hacc.edu">jbsimpso@hacc.edu</a></td>
</tr>
<tr>
<td><strong>School of Health Sciences</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Health Careers:</strong> Allied Health, Cardiovascular Technology, Dental Assisting, Dental Hygiene, Diagnostic Medical Sonography, Medical Assisting, Medical Laboratory Technician, Radiologic Informatics, Radiology Technology, Respiratory Therapy, Surgical Technology</td>
<td>Megan Brightbill 717-780-1933 <a href="mailto:mlbright@hacc.edu">mlbright@hacc.edu</a></td>
</tr>
<tr>
<td><strong>Nursing:</strong> Nursing, Practical Nursing</td>
<td>Dory Uhlman 717-339-3578 <a href="mailto:dsuhlman@hacc.edu">dsuhlman@hacc.edu</a></td>
</tr>
<tr>
<td><strong>School of Liberal Arts</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Communications, Humanities and the Arts:</strong> Art, Communications, Foreign languages, History, Humanities, Music, Philosophy, Film &amp; Theatre</td>
<td>Leslie Boon 717-339-3571 <a href="mailto:lmboon@hacc.edu">lmboon@hacc.edu</a></td>
</tr>
<tr>
<td><strong>English:</strong> English, ESL</td>
<td>Rick Albright 717-780-1122 <a href="mailto:rsalbrig@hacc.edu">rsalbrig@hacc.edu</a></td>
</tr>
<tr>
<td><strong>Social Sciences:</strong> Anthropology, Criminal Justice, Education, Foundational Studies, Geography, Gerontology, Human Services, Political Science, Psychology, Sociology</td>
<td>Margie Mattis 717-801-3212 <a href="mailto:mamattis@hacc.edu">mamattis@hacc.edu</a></td>
</tr>
<tr>
<td>School of Science and Mathematics</td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>--</td>
</tr>
<tr>
<td><strong>Math and Computer Science</strong></td>
<td>Janelle Heiserman</td>
</tr>
<tr>
<td></td>
<td>717-736-4215</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jnheiser@hacc.edu">jnheiser@hacc.edu</a></td>
</tr>
<tr>
<td><strong>Science:</strong></td>
<td>Mike Corradino</td>
</tr>
<tr>
<td>Astronomy, Biology, Chemistry,</td>
<td>717-358-2982</td>
</tr>
<tr>
<td>Environmental Science, Exercise</td>
<td><a href="mailto:mccorrad@hacc.edu">mccorrad@hacc.edu</a></td>
</tr>
<tr>
<td>Science, Geology, Health,</td>
<td></td>
</tr>
<tr>
<td>Meteorology, Nutrition,</td>
<td></td>
</tr>
<tr>
<td>Physical Science, Physics,</td>
<td></td>
</tr>
<tr>
<td>Science, Wellness &amp; Health</td>
<td></td>
</tr>
<tr>
<td>Promotion</td>
<td></td>
</tr>
<tr>
<td><strong>Library Faculty</strong></td>
<td>Kathleen Heidecker</td>
</tr>
<tr>
<td></td>
<td>717-339-3547</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:kbheidec@hacc.edu">kbheidec@hacc.edu</a></td>
</tr>
<tr>
<td><strong>Honors Program</strong></td>
<td>Leslie Boon</td>
</tr>
<tr>
<td></td>
<td>717-339-3571</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:lmboon@hacc.edu">lmboon@hacc.edu</a></td>
</tr>
</tbody>
</table>

*Updated: April 28, 2022*
Bookstore Information

HACC, Central Pennsylvania’s Community College, has four bookstores, with locations in Gettysburg, Harrisburg, Lancaster and York. These 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 products to meet HACC students’ technology needs. Students can also visit www.hacc.edu and search “Bookstore” to purchase books and other merchandise online.

| Kyle DiBrito |
| Executive Director, Auxiliary Services | 717-736-4117 | [kj dibrit@hacc.edu](mailto:kjdibrit@hacc.edu) |

| Gettysburg Bookstore, Rm. 132 |
| Betsy Wood, Manager |
| 717-339-3512 |
| 717-339-3551 |
| [gettysburgbookstore@hacc.edu](mailto:gettysburgbookstore@hacc.edu) |
| [elwood@hacc.edu](mailto:elwood@hacc.edu) |

| Harrisburg Bookstore, Overholt |
| Dave Keenan, Manager |
| 717-780-3223 |
| 717-780-2509 |
| [harrisonsbookstore@hacc.edu](mailto:harrisonsbookstore@hacc.edu) |
| [sdkeenan@hacc.edu](mailto:sdkeenan@hacc.edu) |

| HawkTech |
| Steve Morris, Manager |
| 717-780-2631 |
| [hawktechstore@hacc.edu](mailto:hawktechstore@hacc.edu) |
| [svmorris@hacc.edu](mailto:svmorris@hacc.edu) |

| Lancaster Bookstore, East Rm. 104 |
| James Groff, Manager |
| 717-358-2243 |
| [lancasterbookstore@hacc.edu](mailto:lancasterbookstore@hacc.edu) |
| [jcgroff2@hacc.edu](mailto:jcgroff2@hacc.edu) |

| York Bookstore, Rm. L-124 |
| Betsy Wood, Manager |
| 717-801-3249 |
| [yorkbookstore@hacc.edu](mailto:yorkbookstore@hacc.edu) |
| [elwood@hacc.edu](mailto:elwood@hacc.edu) |

- Students should bring their HACC ID when visiting the bookstore.
- Students should bring their class schedule when purchasing textbooks for the semester.
- Students can start using their financial aid at the bookstore for purchases for the fall and spring semesters three weeks before the start of classes and two weeks prior for winter and summer.
- The bookstore offers textbook rentals and e-textbooks on select titles.
- Book buyback is offered daily at all HACC bookstore locations. HACC ID required.

Please [click here](mailto:) for more information and store hours.

**Dining Options**

HACC offers great dining options at each campus.

| Thomas Long |
Career Services

Whether you are a student, a prospective student, an employer or a community partner, the Career Services Team at HACC wants to help you. As a team, our primary function is to support our students' professional growth and development toward their career goals; however, we also work hard to connect students, businesses and community partners.

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 21st century, students need to be proactive and have the foresight to connect their education to the world of work. For this reason, the Career Services office offers to help students “begin with the end in mind.”

The Career Services office 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 infield 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.

Students are encouraged to explore the Career Services webpage in order to learn more about how Career Services can—and should—be a vital part of their educational experience at HACC.
Changing Your Password

Your Password Is Going to Expire…

HACC network password is active for four months. At the end of the third month, you will begin to receive notifications on your myhacc portal page. See example, below.

The notification will start at a 30-day countdown until your password expires. You will need to change your password before the end of the 30-day countdown.

How to Change your HACC Password

Important: If you are using a personal device or a HACC-issued Mac device and need to reset your HACC password, please follow these steps to reset your HACC password:

1. Sign out of the myHACC website if you are currently signed in.
2. Using a web browser, navigate to the password reset portal located at https://accounts.hacc.edu/passwordreset/address
3. Enter your HACC username and follow the prompts to reset your password.

Important: If you are using a HACC issued device with Always on the virtual private network (VPN), please follow the instructions below to reset your HACC password:

Before proceeding to Step 1, make sure you have all apps, browsers and programs closed.

1. While signed into your HACC account, press the CTRL+ALT+DELETE keys to open the secure screen.
2. Click/tap on **Change a password**. (see screenshot below)

![Change a password screenshot](image1)

3. Type in your current **old password**, enter the **new password** and confirm the **new password**, and press Enter or click/tap on the arrow. *See the screenshot below.*

![Change a password screenshot](image2)
4. Click/tap on **OK**. (see screenshot below)

5. After the password has been changed, **restart** your PC or laptop and log in with your **new** password.

If you have any issues resetting your password, please contact the IT Support Center at 717-780-2570 or supportcenter@hacc.edu.
College Calendars

View a comprehensive calendar of events for all HACC campuses.

HACC offers a variety of calendars for planning purposes. We update the content frequently. Check calendars often for new or revised information.

2022-23 Academic Calendar

- View refund deadline to drop a class.
- View other registration dates and deadlines.
- View credit scholarship dates and deadlines.
Diversity Studies and Faculty Partnerships

Diversity Faculty Fellows:
- The Diversity Faculty Fellowship is designed to provide support for HACC faculty who are interested in exploring their own ideas leading to new initiatives that will advance belonging, diversity, equity, and inclusion at the College.
- The goals of this fellowship are to enrich how faculty engage with diversity and to infuse a culture of inclusion and diversity within our faculty by creating opportunities for them to utilize their research and experience to create a more inclusive learning environment.

Diversity Scholar-in-Residence:
- This program brings diverse educators and scholars to help the HACC community engage as well as explore contemporary issues. This exploration ensures that we cultivate as well as sustain inclusive excellence, equity and belonging into our learning environments and in our work with students.
Global Education

The impact of a global experience is boundless, transformative, and lifelong. HACC supports high impact experiences in an interconnected global world by connecting educational opportunities with culture that enhances collaboration, understanding and appreciation. This impact can be felt on one’s personal and professional growth whether affective, behavioral, or cognitive. HACC has sponsored trips to a variety of locations around the world including China, Italy, UK, France, Costa Rica, Guatemala, Romania, Serbia, Spain and Morocco.

What does Global Education do?

The Global Education Office provides:

- Study abroad programs (short-term faculty-led and global service-learning)
- International education institutional partnerships
- International recruiting and admissions
- International students and scholar services
- Intercultural and diversity curricular initiatives

For more information please about HACC’s Global Education, go to https://www.hacc.edu/Students/GlobalEducation/index.cfm.
International Student Services

I am interested in becoming an international HACC student. What should I do?
Visit International Admissions for international admissions information.

How do I contact International Student Services at HACC?
We recommend scheduling an appointment to ensure the appropriate staff member is available to assist you. Please e-mail InternationalStudent@hacc.edu or call 717-780-1100 for information or to schedule a time to meet.

For more information International Student Services at HACC, go to https://www.hacc.edu/Students/InternationalStudentResources/index.cfm.
Keystone Education Yields Success (KEYS) Program

KEYS is a collaborative program between the Pennsylvania Department of Human Services (DHS) and the Pennsylvania Commission for Community Colleges and helps students succeed at community college.

Why should I enroll in the KEYS program?
Enrolling in the KEYS program offers many benefits. You get:

- Academic support
- Career counseling
- College and community resource information
- Financial assistance (transportation, child care, books, etc.)
- Incentives for accomplishments
- Personal encouragement
- Peer support
- Tutoring

How does KEYS impact students?
KEYS works by building relationships, connecting students and breaking barriers. Students see additional benefits through KEYS as they build relationships with program facilitators and peers, are connected to resources in the college and community, and break barriers and cycles of poverty.

Am I eligible?
You may be eligible for the KEYS program if you:

- Are a student receiving Temporary Assistance for Needy Families (TANF) benefits
- Are a student receiving Supplemental Nutrition Assistance Program (SNAP) benefits
- Want additional training and education in order to obtain employment

*Eligibility is determined by the County Assistance Offices.*

How to apply for SNAP
Call 1-866-550-4355 to complete an application over the phone
Online: https://www.compass.state.pa.us/compass.web/Public/CMPHome
For further assistance, you can contact the Central PA Food Bank

How do I apply for KEYS?
- Please complete the KEYS Referral here!
Library and Learning Commons

One of the most critical academic services provided by the College to support HACC students is its Learning Commons—available to students on each campus and online.

The Learning Commons is the one-stop shop for all student academic support needs, whether on campus or online. It includes the Library, Testing and Tutoring, and partners closely with User Support. The Learning Commons can help students reach their academic goals through access to resources and research instruction, technology integration, testing needs, and tutoring for that extra boost. To get more information about the Learning Commons and the resources available, please visit us this webpage: https://libguides.hacc.edu/learningcommons.

The HACC Library is here to support student success, with five physical locations, online resources, and a dynamic group of librarians and staff to assist each individual student. Library faculty can help with defining research topics and using appropriate resources. They’re also involved in classroom and online instruction, and are available for individual research appointments. Students can contact the HACC Library at library@hacc.edu. HACC Library resources include books, magazines, journals, DVDs, medical models and more. HACC’s online databases include eBooks, eJournals, newspaper articles, streaming videos and reference materials.

Visit the Library website https://libguides.hacc.edu/learningcommons/library to find all the available resources, as well as contact information, hours of operation, and a link to the HACC Library’s live chat. When students are not on campus, online Library resources can be accessed through a student’s HACC login credentials.

Please visit https://libguides.hacc.edu/learningcommons/usersupport for more information as well.
Men of Color Initiatives (MOCI)

The Men of Color Initiatives at HACC is designed to recognize, reinforce, and support the recruitment, retention, and completion of male identifying students across all the campuses. Supported by six pillars that include scholarship, service, leadership, integrity, responsibility, and cultural awareness.

The Men of Color Initiatives recognizes and appreciates the role of the intersecting identities as it relates to the individual journey of each member. Some of the goals for our members include amplifying voices, empowerment, promotion of self-advocacy, and making healthy life choices to move beyond historical structural and systemic barriers for a successful transition in their personal and professional lives through education.

Who can participate in the Men of Color Initiative?
The Men of Color Initiative is open to all HACC students regardless of race, ethnicity, gender, sexual orientation, expression or ability.

Program Services and Activities
- Academic and career goal setting assistance
- Financial Aid planning and guidance
- Mentoring and coaching support (peer to peer and professional)
- Leadership development
- Monthly information and developmental workshops
- Cultural Awareness Trips
- Service and volunteer opportunities
- Persistence planning assistance
- Bi-weekly Discussion groups

These services will be ancillary when appropriate.

Additional Services
- Access to Men of Color Initiative staff and safe space
- Access to Men of Color Initiative resources and mentoring
- Open to all first semester students and matriculating students.
- Academic goal setting and review.
- Guided workshops for healthy growth and development.
- Mentoring identification.
- Cultural identity trips.
- Campus and community cultural impact project.
- Motivation to succeed.

For more information about these programs, please contact:

Michael R. Davis
Director, Men of Color Programs
moci@hacc.edu
Orientation Homebase

YOUR all-in-one resource center created to help you make a smooth transition to college. As a HACC student, you have access to Orientation Homebase, a comprehensive document that will help you confidently access key HACC services and personnel. You can access this document at any time by logging in to your myhacc account and go to the following link; https://sites.google.com/hacc.edu/yourorientationhomebase/home?authuser=1

If you need assistance with orientation or any part of your enrollment process, please contact us through the following channels:

Email: orientation@hacc.edu
Phone: 717-780-2513
Safety and Security

Department of Public Safety and Security

The Department of Public Safety and Security (DPSS) provides public safety services to the HACC community. Our goal is to serve with integrity, efficiency and professionalism.

What does DPSS do?

- Provides continuous patrol of HACC campuses by foot, bicycle and marked and unmarked vehicles.
- Controls access to campus buildings.
- Inspects Campus property for safety deficiencies.
- Responds to and provides assistance during emergency situations.
- Maintains Lost and Found services.
- Provides Escort Services.
- Provides lock-out and jump start vehicle services.

What can public safety officers do?

- DPSS officers are not sworn as police officers. They may make arrests as private citizens for on-site felony and retail/library theft detainment.
- Issue warnings and fines for violations of on-campus parking regulations.
- Ask for your identification to confirm you have lawful business on HACC campuses and property.
- Report criminal incidents to the local police.

What should I do if I witnessed criminal activity on HACC property?

- Immediately report any criminal activity you witness on HACC property to the appropriate campus Public Safety and Security Office.
- Report the activity to the appropriate police agency for your campus location.

You can make a confidential report by:

- Contacting the Campus Public Safety and Security Department. You can do this in person, by phone or by using a callbox.
- Using the Campus Report a Crime online service.

Can I make an anonymous criminal report to HACC's Department of Public Safety?

You may elect to remain anonymous when you report a crime to HACC's Public Safety and Security Department. Anonymous reporting is available via the Report a Crime form.
Please note that while reports made to security personnel, Campus Security Authorities, or other responsible employees of the college will be held confidential, disclosure of personally identifiable information may be mandated by law in the furtherance of a Title IX investigation. Individuals reporting should also consider that reports which withhold information may affect the ability of the College or outside authorities to conduct a timely and effective investigation of an alleged crime.

Who can I call for public safety and security assistance?

- Harrisburg Campus - including Midtown — 717-780-2568
- Gettysburg Campus — 717-339-3528
- Lancaster Campus — 717-358-2999
- Lebanon Campus — 717-270-6368
- York Campus — 717-801-3268

How does the DPSS issue alert notices?

DPSS issues alert notices when we become aware of a potential safety and/or security risk to HACC community. These risks may be on college property or within our immediate vicinity. DPSS will also advise local and state police agencies of potential risks.

We will issue alerts through:

- e2Campus
- Voicemail
- E-mail
- Bulletins
- Electronic signage

Helpful Links:

- View active Timely Warning Notifications
- e2Campus Emergency Notification
- Hawk Response Reporting System
- "Run, Hide, Fight" Active Attacker Training Video
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 Public 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, Public Safety and Security will assure that the contents of college provided first aid boxes are replenished as needed.

Reporting requirements

1. If the Campus Public Safety and Security Office suspects that there is a communicable disease evident, they will contact the Coordinator of Health and Wellness. The Coordinator of Health and Wellness 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 Public Safety and Security Office will report all incidents involving employees to Human Resources, who will work with the employee’s supervisor to complete a First Report of Injury 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 Public Safety and Security, Human Resources, and the Coordinator of Health and Wellness. 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 the college community.

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 SGP 601, “Credit Enrollment, Withdrawal, Attendance and Refunds.”

**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 may 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. To ensure 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 Public 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 Department 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 or security 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. Public 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 Shared Governance Procedure (SGP) 505, 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-site felony and retail/library theft detainment.

Under College policy, Public Safety and Security Officers may issue warnings and fines for violations of 45 on-campus parking and traffic regulations. Fines for violations are outlined in HACC’s Security and Access SGP 300 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).

Cleary 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 46 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: [www.hacc.edu/AboutHACC/PublicSafetyandSecurity/E2Campus-Sign-up.cfm](http://www.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.
Student Access (formerly Disability) Services (SAS)

At HACC, it is our goal to support you throughout YOUR educational journey. We remain committed to providing reasonable accommodations to qualified students with disabilities to ensure that they have an equal opportunity to succeed and participate in their college and career goals. The College is in accordance with federal compliance of the Americans with Disabilities Act as Amended (ADAAA), Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendment of 1972. Title IX provides protection for students who are pregnant, parenting and may need to take a medical leave of absence due to pregnancy, childbirth, miscarriage, abortion and or recovery.

No qualified person will be denied access to, participation in or the benefits of, any program or activity operated by the College because of disability or pregnancy or related conditions. Nor will individuals with a disability be subjected to discrimination while participating in College programs or activities due to disability. Whether you had an IEP in high school or not, you may be eligible for accommodations. We encourage students who feel they may benefit from accommodations to contact us to learn more and review our webpage at: https://www.hacc.edu/Students/DisabilityServices/index.cfm

Each HACC campus center provides physical accommodations according to ADA guidelines. Electric doors are installed throughout the campuses providing access for students with mobility impairments. Parking spaces for individuals with disabilities are identified at all campuses. Additionally, each campus has identified secure and confidential lactation spaces for employees and students.

Student Access Coordinators are pointed to each HACC campus center to assist and facilitate students with inquiring and implementing accommodations. We invite you to connect with us, do refer to our contact us webpage: https://www.hacc.edu/Students/DisabilityServices/Contact-Disability-Services.cfm.
Student Community Standards

HACC enforces student conduct guidelines. These guidelines protect student rights. They also protect the rights of the educational institution. Reference the Statement of Individual Rights and Statement of Unacceptable Conduct for more information.

Each HACC campus has a Behavioral Intervention Team (BIT). 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. 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.

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
- Connect students with needed resources, and
- Recommend interventions or sanctions

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

In general, any behavior that disrupts the mission or learning environment of the college or causes concern for a student’s well-being should be reported.

This includes:

- Suspected violations of college policies
- Incidents of academic dishonesty resulting in the lowering of a course grade, failure in a course, or dismissal from a course
- Concerns about a student’s well-being

Each BIT team reviews behaviors of concern. BIT will connect with students to intervene and provide support. They can also provide student conduct resources.
We are very excited to welcome all of you back to campus. Student engagement is super important to success during and after college. Becoming an engaged and involved student presents you with opportunities to build your resume, make lasting friendships, network, and alleviate stress. This is why I invite you to take advantage of all that HACC has to offer. We have a ton of affinity groups, clubs, organizations, and sports that are available for us on campus! You can run for student government, we have a special election this fall, or take on a leadership role in an affinity group or club.

All students are members of the Student Association. This association meets annually to elect the Student Government Association Officers at each campus.

**What does the SGA do?**

The SGA:

- Provides students with a strong voice in the overall governance of HACC
- Represents the entire student body
- Works closely with all components of the HACC community. This includes the administration, Faculty Council and various HACC committees.
- Ensures that HACC serves the interests and rights of all students

Your Student Government Association is here for you to help connect you with resources and advocate on your behalf. If you have issues over the coming school year do not hesitate to contact your local SGA officer or email us at sga@hacc.edu.

We can’t wait to meet you and support you in your success at HACC!

*The 2022-2023 Student Government Association*
Welcome to Intercultural Programming and Student Engagement. Get involved on campus by joining a club or organization. Students who participate in clubs/organizations are usually more satisfied with their college experience.

By getting involved, you have the opportunity to:

- Learn more about the HACC campus you are attending
- Meet a variety of people
- Develop leadership skills

All students are members of the Student Association. This association meets annually to elect the Student Government Association Officers at each campus. Learn more about student government.

What is the Student Government Association Executive Council (SGAEC)?
The Student Government Association Executive Council (SGAEC) serves as the representative voice of students. It represents students from all campuses. You can get a copy of the SGAEC Constitution in the SGA office at your campus.

What does the SGA do?
The SGA:
- Provides students with a strong voice in the overall governance of HACC
- Represents the entire student body
- Works closely with all components of the HACC community. This includes the administration, Faculty Council and various HACC committees.
- Ensures that HACC serves the interests and rights of all students
How can I get involved with SGA?
Contact your campus SGA office if you are interested in getting involved.

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 Involvement Office.

New clubs are formed in response to student interest. Please contact the Student Involvement Office at the campus you attend for more information.

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
- Voices – Lancaster Campus
- Wildwood Journal – Harrisburg Campus
- Livewire – Lancaster Campus
- The White Rose Journal – York Campus

Clubs and Organizations
Please contact your campus’ Student Government Association (SGA) office for a list of the current active clubs and organizations.

New clubs are formed in response to student interest. Please contact the office of Student Involvement at HACC for information on joining a club or to offer new club ideas.
Student Mental Health

HACC cares about its students and wants you to be healthy and safe on and off campus. The College offers free mental health resources to all enrolled students. HACC also has a Drug and Alcohol Abuse Prevention Program to help students who may face these challenges. For detailed information about these services, please visit: www.hacc.edu/mentalhealth.
The *Hawks Corner* is a monthly newsletter publication for our HACC students. HACC is dedicated to providing news that matters most to you in an easy-to-read format. We will continue to share relevant information and keep you “in the know” as we serve and support you.

Check your Hawkmail email account for the latest issue or go to [HACC Publications](#) and click on “Student-Related Publications” for the current and past issues.
Success Coaching

Dual Admission

You can be enrolled at HACC and a Four-Year institution at the same time. We have Dual Admissions agreements with 13 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.
- If you have questions about how dual admission works with financial aid please contact the financial aid office.

Dual Enrollment and College in the High School

The purpose of the dual enrollment program is for high school students to *earn college credits while completing the requirements for a high school diploma, and matriculate to HACC or other colleges of their choice upon completion of high school*. The dual enrollment and college in the high school program is for high school juniors and seniors. Dual enrollment is offered for students to take HACC classes with HACC faculty either on campus or online. College in the High School courses are offered at the student’s high school and taught by high school faculty. Students must take HACC courses offered at 100-level or higher and are not eligible to enroll in developmental courses. Discounted tuition rate is a part of the dual enrollment program. All dual enrollment students must apply, activate MyHACC account and complete the New Student Orientation process. Students can connect with successcoach@hacc.edu for course selection, registration and support while taking HACC classes.

Academic Standing:

Academic probation (AP) – At the end of each term, a student whose minimum required cumulative grade point average is below 2.00 GPA is placed on probation (unless the student meets suspension criteria).

Students are eligible to continue to enroll in courses while on AP and are encouraged and supported to do so. Students can take up to 7 credits in summer and up to 13 credits in fall/spring. Students have access to a success coach and should meet with advisor and success coach to continue to progress and stay on the path to completion.

Academic Suspension (AS) and Suspension Reinstatement (SR) – A student is placed on AS after a second semester and 13 credits and fall within the below chart:
A student must sit out at least one fall or spring semester once suspended. Students can also be suspended for “W Suspension” and this occurs when after attempting 30 credit hours and 50% of credits are W. To continue with the college, a student must complete an online reinstatement application. If a student requests to take more than 7 credits, a faculty committee will review to determine student credit limit return. If a student requests to take 7 or less credits (this is recommended for success), a student will be automatically reinstated. All SR students will be assigned to a success coach and have access to resources and support. SR students are required to earn a semester GPA of 2.0 until they reach Academic Probation or Good Standing. Students can connect with successcoach@hacc.edu with any questions, assistance and support to success.

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 Counseling and Advising Office. 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.
Technology Support Center/User Support

**User Support** is here for all student technology solutions.

- Having trouble with the myHACC portal or HAWKmail?
- Can’t log in to Zoom?
- Wondering how to activate an Office365 account?
- User support at HACC has students covered. Getting help is easy with 24/7 availability via email, chat or phone call.
- User Support is also home to the TechLoan program. If a student needs a computer or hot spot, and is **enrolled in at least six credit hours**, they may be eligible for our TechLoan program.

For more information about receiving technology loans, please visit [https://libguides.hacc.edu/learningcommons/techloan](https://libguides.hacc.edu/learningcommons/techloan).

For other technology questions, please email any time at [supportcenter@hacc.edu](mailto:supportcenter@hacc.edu) or call 717-780-2570.
Test Center

**Testing** is the chance for students to prove what they know. Along with traditional exams that might be taken in the classroom, HACC also offers remote testing through Examity and Proctorio (check with the class instructor to see which, if either, is being used in a particular class).

Additionally, the Testing Center offers academic makeup tests, extended time exams for students with accommodations, TEAS proctoring, and ESL placement tests remotely or on campus. SAS Students with extended time accommodations are paired with a proctor throughout the semester, which helps reduce testing stress. It is important for students to work with their instructor to schedule academic makeup exams.

To learn more about testing, please visit: [https://libguides.hacc.edu/learningcommons/testing](https://libguides.hacc.edu/learningcommons/testing).
Title IX

Gender or Sex Discrimination and Misconduct (Title IX)

HACC, Central Pennsylvania’s Community College, is committed to cultivating and maintaining a safe and nondiscriminatory educational and employment environment for all members of the College community.

HACC will be vigilant in providing a College environment that is free of any form of discrimination on the basis of sex, which includes sexual harassment, sexual violence, sexual assault and dating or domestic violence. This commitment, which includes prohibition of all forms of gender-based harassment (sexual and non-sexual), is implemented regardless of gender, gender identity, gender expression or sexual orientation.

HACC's Sexual Misconduct Policy is available here.

Title IX Rights and Resources pamphlet for HACC students and employees

View a list of some of the ways HACC can support those involved in Title IX incidents here.

What is Title IX?

- Under the U.S. Department of Education, the Office for Civil Rights (OCR) enforces the federal civil rights law known as Title IX. Title IX, or the Education Amendment of 1972, requires that “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.” This policy extends to matters of admission, employment, athletics, and in access to, and participation in, its educational programs, services or activities.

Terms and Definitions

- **Sexual misconduct** - Discrimination on the basis of sex that takes the form of sexual harassment, sexual assault, sexual violence, domestic violence, dating violence, and sex-based stalking.
- **Sexual harassment** - Conduct on the basis of sex that satisfies one or more of the following:
  - A College employee conditions the provision of aid, benefit, or service of the College on an individual’s participation in unwelcome sexual conduct;
  - Unwelcome conduct that a reasonable person would consider to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College’s education programs or activities; or
  - “Sexual assault,” “domestic violence,” “dating violence,” or “stalking” as defined in this policy.
- **Sexual assault** - Covers a wide variety of actions, including:
  - Any anal or vaginal penetration of another against that person’s will or without that person’s consent;
- Any oral penetration of another by a sexual organ against that person’s will or without that person’s consent;
- Any insertion of one’s genitals into another’s mouth, anus, or vagina against that person’s will or without that person’s consent;
- Any attempt to make or the making of physical contact with another for the purpose of sexual gratification, against that person’s will or without that person’s consent; or
- The use of physical force, coercion, intentional impairment, or threat of harm to commit any of these acts.

**Sexual violence** - A form of sexual harassment consisting of acts such as sexual abuse, sexual assault, sexual battery, rape, sexual coercion, etc.

**Domestic violence** - An act of violence committed against an individual,
  - By a current or former spouse or intimate partner of that individual;
  - By a person with whom the alleged victim shares a child in common;
  - By a person who is cohabitating with or has cohabitated with the alleged victim as a spouse or intimate partner;
  - By a person similarly situated to a spouse under the domestic or family violence law of the jurisdiction in which the act of violence allegedly occurred; or
  - By any other person against the alleged victim, if the relationship is such that the alleged victim is protected from that person’s acts under Pennsylvania law regarding domestic or family violence.

**Dating violence** - An act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. Whether such a relationship existed must be determined by taking into consideration the relationship’s length, type, and frequency of interaction between the persons involved in the relationship.

**Gender-based harassment** - Unwelcome conduct based on a person’s actual or perceived sex, including slurs, taunts, threats, attacks, or stereotypes. Discrimination against someone who is pregnant, nursing or parenting falls under this category.

### What are my rights as a student?

- All members of the HACC community have the right…
- To a learning and working environment free from gender- or sex-based discrimination
- To report any incident of harassment, stalking, violence or other misconduct to HACC or to the Office for Civil Rights of the U.S. Department of Education
- To request a criminal investigation from local police
- To a prompt and equitable investigation, resolution and prevention of reoccurrence
- To receive support from an advisor during the investigation
- To information about options, supportive measures the College can take, and the outcome of the investigation
- To respect, privacy and safety for both parties throughout the process
- To not be discouraged in your use of College resources, processes or support
- To report to the Title IX Coordinator if your rights have been violated
- To freedom from retaliation for exercising your rights.
You have these rights regardless of your race, ethnicity, national origin, sex, sexual orientation, gender identity, age, physical or mental disability, religion or any other protected class.

- View our Title IX Rights and Resources brochure here.

**Why should I report discrimination?**

- An incident has negatively affected your or another’s academics or employment.
- You have concerns about your safety or the safety of your community.
- You need assistance and support, but you do not want to name the individual.
- You want protection to be put in place between you and the individual through a “No Contact Directive.”
- You would like to see the College take action and investigate the behavior of the individual.
- Remember: All members of the HACC community have a responsibility to maintain a safe campus environment. If you witness or learn of something, say something!

**When should I report it?**

- Any alleged violations of HACC’s Sexual Misconduct Policy should be reported as soon as possible following the incident. In compliance with requirements of the Office of Civil Rights, the College will take immediate and appropriate steps to eliminate any reported occurrences of sexual misconduct (sexual harassment, sexual assault, etc.), prevent recurrences, and appropriately address potential effects. This often includes the enacting of appropriate supportive measures to protect the complainant(s), respondent(s) and any other involved parties.

**Does my information remain confidential?**

- The Office of Inclusion and Diversity respects your right to privacy and the courage it can take to share your story or knowledge related to bias, discrimination, or a potential Title IX violation. HACC employees (with the exception of clinical counselors) cannot offer confidentiality when a concern is brought to their attention, due to federal laws and college policy. However, every attempt will be made to keep information private and to only share it with those who need to know in order for the College to take appropriate action.

**How do I report?**

- Any individual may make a good faith report alleging violation of the College’s Sexual Misconduct Policy. Reports should include as much detail as possible
- Reports can be made electronically here.
- Once a report is received, someone will reach out to you privately. HACC's Title IX Coordinator is Dr. Armenta Hinton and she may be reached with questions at aehinton@hacc.edu or 717-736-4102.
What is the process?

1. The College receives a report or Formal Complaint about a possible Title IX violation.
2. The Title IX Coordinator or designee will conduct an initial assessment to gain a basic understanding of the nature and circumstances of the allegation and assess risk to the College community.
   1. The initial assessment may find that the alleged misconduct does not fall within the scope of Title IX; in which case, the matter will be handled according to the appropriate student or employee conduct policy.
3. Supportive measures and an explanation of rights are offered equitably to both the complainant and respondent.
4. If the complainant wishes to move forward with a formal investigation, a written Formal Complaint must be signed and an investigation and initiation of grievance procedures as outlined in the policy will begin. The Title IX Coordinator may also submit a Formal Complaint as deemed appropriate.
   1. As part of the investigation, the complainant, respondent, and any witnesses will be interviewed and any additional evidence gathered and brought before a Hearing Board. Both the complainant and respondent will have access to an advisor.
   2. The preponderance of evidence standard (more likely than not) is the standard of evidence used to determine whether a violation of the policy has occurred.
5. If the wishes to move forward with an informal resolution process, both the complainant and respondent must voluntarily consent to informal resolution in writing. An informal resolution can be requested at any time, and the complainant or respondent may withdraw from the informal resolution at any time before its completion.
   1. The informal resolution process may not be utilized for situations involving allegations that a College employee engaged in sexual misconduct toward a student.
6. Both parties will be notified of the outcome in writing. If a violation was found to take place, the director of student conduct will meet with the student(s) or, for employees, the director of employee relations will meet with the employee(s) to discuss sanctions.

How can I learn more about my rights?

- To learn more about your rights, or the College’s responsibilities under Title IX, you may contact the U.S. Department of Education’s Office for Civil Rights (OCR) at 800-421-3481 or ocr@ed.gov. If you wish to fill out a complaint form online directly through the Office for Civil Rights, you may do so here.

Who is part of HACC’s Title IX team?

- The Title IX coordinator and deputy coordinators have been identified by the College to have primary responsibility for the coordination of the College’s efforts to comply with, and carry out institutional obligations related to Title IX, which aims to prevent discrimination, on the basis of sex, in all operations of the College. This also includes the
prevention of retaliation for the purposes of interfering with any aspect of the Title IX sex discrimination at HACC.

**Title IX Coordinator**
Armenta Hinton, VP for Inclusion, Diversity and Belonging
Ted Lick Administration Building, 112E
aehinton@hacc.edu
cido@hacc.edu
717-736-4102

**Deputy Title IX Coordinator for Employees**
Maya Green, Executive Director, Employee Relations
Ted Lick Administrative Building, Room 205
mdgreen@hacc.edu

**Deputy Title IX Coordinator for Accessibility, Allied Health and Nursing**
Vicki Van Hise, Executive Director, Student Access Services (SAS)
vlvanhis@hacc.edu

**Investigator and Title IX Liaison**
Briana Legerlotz, Coordinator, Equity, Inclusion & Belonging
bjlegerl@hacc.edu

**Title IX Representative for Accessibility, Allied Health and Nursing**
Deborah Bybee, Coordinator, Student Access Services (SAS)
dabybee@hacc.edu

**Interim Deputy Title IX Coordinator for Students**
Michael Davis, Director, Men of Color Programs
mrdavis2@hacc.edu

**Is the Title IX compliance team different than the Title IX team?**

- Yes. The Title IX compliance team is charged with supporting the Title IX coordinator and deputy coordinators in leading the College’s compliance efforts relative to Title IX and sex-based discrimination.

- The compliance team is comprised of employees from academic and administrative units within the College to ensure that Title IX is consistently monitored throughout all aspects of the institution. Members of the Title IX compliance team are comprehensively trained, evaluate current policies, monitor progress of Title IX investigations, and may occasionally lead investigations of allegations of the Title IX Sex Discrimination HACC violations. Members of the Title IX compliance team will be added as necessary by the Title IX coordinator and in consultation with the respective functional leader.

**What resources are available to me?**

- HACC Services
- Behavioral Intervention Team
- Free 24/7 Counseling Services - Mazzitti & Sullivan EAP Services, Inc.
- Office of Inclusion, Diversity and Belonging (Includes Title IX staff - learn about supportive measures we may be able to offer here.)
- Public Safety and Security Department
- Student Access (formerly Disability) Services

### Off-campus
- YWCA Sexual Assault and Domestic Violence Hotline (1-800-654-1211)
- Pennsylvania Coalition Against Domestic Violence (pcadv.org)
- Pennsylvania Coalition Against Rape (pcar.org)
- Local hospitals and urgent care centers
- Local police

### Online
- United States Department of Education Office for Civil Rights Know Your Rights Fact Sheet
- Nine Things to Know About Title IX Video
- Office for Civil Rights (OCR) Website
- What is Sex Discrimination?
- United States Department of Education Office for Civil Rights Title IX Questions & Answers
- What is Consent? (Tea Consent Video)
Title IX requirements regarding pregnant and parenting students come from the U.S. Department of Education. Title IX prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. The Title IX regulations also prohibit a school from applying any rule related to a student’s parental, family, or marital status that treats students differently based on their sex.

- Title IX requires a school to excuse a student’s absences due to pregnancy or related conditions, including recovery from childbirth, for as long as the student’s doctor deems the absences to be medically necessary.
- Title IX also prohibits harassment of students based on sex, including harassment because of pregnancy or related conditions. Harassing conduct can take many forms, including verbal acts and name-calling, graphic and written statements, and other conduct that may be humiliating or physically threatening or harmful. Particular actions that could constitute prohibited harassment include making sexual comments or jokes about a student’s pregnancy, calling a pregnant student sexually charged names, spreading rumors about her sexual activity, and making sexual propositions or gestures.
- Upon return to the class, the student must be reinstated to their former status, program or placement.

The College will take prompt and appropriate steps reasonably calculated to end pregnancy-related harassment, prevent its recurrence, and eliminate any hostile environment created by the harassment.

**Helpful Tips for Pregnant and Parenting Students:**

- Ask the College for help – meet with Student Access Services regarding what the College can do to support you in continuing your education. Connect with SAS to learn more.
- Keep notes about your pregnancy-related absences, any instances of harassment, and immediately report problems to the College’s Title IX team.
- If you feel you have been discriminated against you because you are pregnant or parenting you may file a complaint using the College's Title IX process, with the U.S. Department of Education, Office for Civil Rights (OCR) or in court.

Sources: University of Pittsburgh and US Department of Education Office of Civil Rights
Tutoring Center

Tutoring is a vital resource for academic success. Whether a student needs extra support or just wants that extra edge, HACC tutors can help, on campus and online. The Tutoring Center offers drop-in sessions on campus and online through Zoom as well as scheduled appointments via TutorTrac. Tutoring is offered in a variety of subjects including English, math, biology, nursing, accounting, and assistance is also available with developmental coursework support. To make an appointment or see the current schedule, please visit https://libguides.hacc.edu/learningcommons/tutoring.

Tutoring is also home to HACC’s in-class tutoring (ICT) program, where a specially trained tutor is paired with particular classes and provides in-class and out-of-class support to students in that specific class. Students can check with their instructor to see if they’re in an ICT course.

HACC tutors are both professional and peer; professional tutors have at least a bachelor’s degree while peer tutors are high-caliber fellow students. This mix of experience types will enhance the student experience, both in the class and with tutoring. HACC’s Online Writing Lab (HACC OWL) is a tutoring service for students who would like asynchronous feedback on writing projects. The HOWL accepts submissions 24 hours a day 7 days a week. Students receive a professional review of their submission in less than 72 hours. The HOWL can be accessed here: https://libguides.hacc.edu/learningcommons/tutoring/HOWL.

Academic coaching is available to students who would like to improve their time management, organization, test-taking and/or note-taking skills. To request an academic coaching appointment, please visit https://libguides.hacc.edu/learningcommons/tutoring/academiccoaching.
Wellness, Athletics, Recreation and Engagement (W.A.R.E)

Wellness and Recreation
The J.W. Evans Physical Education Center on the Harrisburg Campus houses physical education classes, athletics, formal and informal recreational opportunities. W.A.R.E provides programs to further develop student life outside the classroom. W.A.R.E provides both HACC students and employees with the opportunity to participate in recreational and wellness activities. They can participate on a competitive or recreational level. All wellness programs and events can be located on the Wellness Calendar on the Hawks athletic website: https://hacchawks.com/composite_wellness.

The following areas are available to students, employees or alumni with a valid HACCID: gym, fitness center, racquetball court, putting green, field and sidewalk track.

Hours of Operation
Can be found at: https://hacchawks.com/evans_pe_center/index

Hawks Athletics
The HACC Athletics program has eight varsity intercollegiate teams. Click here to learn more about HACC’s athletic and recreation opportunities. The HACC Hawks compete in Division III, as part of the Eastern Pennsylvania Athletic Conference (EPAC) and in Region XIX of the National Junior College Athletic Association (NJCAA). 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.

What are the athletic opportunities at HACC?
The varsity intercollegiate opportunities at HACC are:

- Men's Basketball
- Women's Basketball
- Esports (Coed)
- Men’s Soccer
- Women’s Soccer
- Men's Cross-country
- Women's Cross-country
- Women's Volleyball

All team practices and home games take place on the Harrisburg Campus.
Lancaster Fitness Center

The Lancaster Campus has a fitness Center and follows the same policies and procedures as the Evans Center. It is located in Main Room 110. Currently the facility has limited operating hours. Please check the Hawks athletic website for updates.

HACC's Lancaster Campus Fitness Center Features:

- Exercise classes
- Over 10 cardiovascular machines including: Arc trainers, Life Fitness treadmills, Precor Recumbent bikes, Interactive treadmills and Interactive ellipticals
- Life Fitness Adjustable Pulley Machine (with pullup/chin-in rack and other various attachments)
- Free weight dumbbells with various benches including: incline bench, abdominal crunch bench and decline bench
- Stretching area with: med balls, foam rollers, resistance bands
- Life Fitness Workout Station including: triceps push down, lat pull down, adjustable pulley and low row
- Full Body Life Fitness Strength Training machines including: leg extension, seated leg curl, seated leg press, abdominal crunch, chest press and shoulder press.

Dress code for both Harrisburg and Lancaster fitness centers can be found at: https://hacchawks.com/evans_pe_center/index

W.A.R.E. Contact Information:

- HACC Hawks Athletics: http://hacchawks.com/landing/index
- Email: athletics@hacc.edu or esports@hacc.edu

Workforce Development

Welcome to HACC’s Office of Workforce Development and Continuing Education! Thank you for choosing HACC, Central Pennsylvania’s Community College to continue your education and change your life. We are delighted to have you as part of the HACC community!

Throughout your educational journey, if you have any programmatic questions or concerns, please contact your specific program coordinator. A contact list can be found here.

For more information about our programs and courses, please visit our webpage.
One HACC Drive
Harrisburg, PA 17110

800-ABC-HACC

Successfully
YOURS.