



April 17, 2020

## Dear HCCC Students, Staff, Faculty, and Friends,

The Coronavirus Task Force hopes that you continue to stay healthy and take care of yourselves and family members. Since the return from spring break, each week has brought inspiration as well as new challenges. We are inspired by the culture of care you have shown each other, and how in spite of the rapid migration to remote teaching and learning, you have adapted and found new resources and ways of communicating. We understand the challenges this pandemic has caused and we assure you that you will continue to receive the quality instruction and services that you need and have come to expect from HCCC. Please follow us on social media: @HudsonCCC on Twitter and HCCCofficial on Instagram to get updates on a variety of news and events.

Please note the following important announcements and reminders:

- **TUITION WILL NOT INCREASE.** The College is freezing tuition for the 2020-2021 Academic Year. The College is committed to helping students achieve their goals while exercising care and concern for their well-being. Tuition and Fees for 2020-2021 academic year will remain at the same levels currently in place for 2019-2020.
- Your Student Government Association [SGA@hccc.edu](mailto:SGA@hccc.edu) continues to plan a variety of virtual activities. Students are invited to join The Student Corner on Instagram every **Thursday at 3:00 p.m.** These student-led events are platforms for students to communicate and share concerns in the midst of the unprecedented COVID-19 pandemic.
- Commencement is re-scheduled for **Thursday, December 10 at 12:00 noon at the New Jersey Performing Arts Center in Newark (NJPAC)**. In the months leading up to Commencement, graduates will have the opportunity to participate in many virtual and face-to-face celebratory events. Congratulations in advance!
- Pass/Fail grading option is extended for the Summer I session. Students enrolled in Summer I and Summer ONA courses can opt into Pass/Fail grading until midnight on **Wednesday July 15, 2020**.
- The new Student Center, located at 81 Sip Avenue, is now complete and fully furnished. Anticipate an invitation for the official grand opening celebration once we return to campus.
- Summer and fall registration is open. **Summer session I begins on May 26, 2020. REGISTER NOW and be at the head of the line to pick your classes.**

## **Frequently Asked Questions (FAQ's):**

If you have any questions or concerns, please complete the Coronavirus Concern Form at [www.hccc.edu/Coronavirus\\_Resources](http://www.hccc.edu/Coronavirus_Resources). We will continue to respond and to provide regular updates.

### **When can we expect to return to campus?**

This week, we announced that summer session I would be taught remotely. We continue to monitor the latest updates from governmental and health care organizations and will correspond with you in a timely fashion regarding any updates that affect summer session II or fall semester. Although we hope to be back on campus soon, we will continue to offer remote instruction if it is not safe to return to campus. Our goal during this challenging period is to keep the HCCC community safe.

### **What is the difference between fully online classes that have an "ON" course code and remote teaching?**

Online classes typically do not have a scheduled time when students and faculty meet together. As long as due dates are met, student's work can be completed on days and times that suit the student's preferences.

Since we are unable to have summer I classes on campus, emergency remote teaching (a temporary shift in instructional delivery to an alternate delivery mode due to a crisis) is the replacement for face-to-face instruction. Using Canvas, Zoom, WebEx and other teaching modalities, faculty may choose to meet with students during originally scheduled class times or provide a number of online learning tools and techniques to support effective learning and the achievement of course outcomes. Class times have been left on the course listing to make these remote meetings possible.

### **Will students have an opportunity to complete spring semester course evaluations?**

Student evaluation of instruction will occur electronically for the spring semester. The evaluation period will begin on April 27<sup>th</sup> and end on May 12<sup>th</sup>. A separate communication regarding student evaluations under special circumstances will be sent to all full time and adjunct faculty on Monday April 20th with specific information for faculty members.

### **What can I do if I am struggling in a class and unable to submit course assignments?**

We understand that many students are concerned about the migration to remote teaching and learning. We are also aware that many of our students are on the frontline in the fight against COVID-19, some are healthcare workers, many are providing Eldercare, some are volunteering, and others are grieving the loss of friends and family members. We encourage students who encounter difficulty to take advantage of the following options:

- Speak to your faculty member, your teacher, to determine if there are ways to improve your academic performance, obtain additional assistance, or receive additional time to submit coursework.
- Take advantage of online tutoring support at [www.hccc.mywconline.com](http://www.hccc.mywconline.com).
- Communicate with your adviser or faculty member to discuss Pass/Fail grading options and your progress toward completion. The "Special Request for Grade Change" form can be found on the website at <http://www.hccc.edu/forms>.

### **Is there a new testing date for the National League for Nursing Pre-Admission Examination (NLN PAX)?**

Previously scheduled students will receive a telephone call from NLN's remote testing service the week of April 20th. Students can then choose a testing date and time that is convenient for them.

### Typical requirements for remote testing include:

- Computer laptop/desktop (some testing companies do not support, iPads, tablets, smartphones, Chromebooks)
- Fast internet speed
- Webcam
- Quiet and distraction-free testing environment (NLN PAX is approximately 2 hours)

### How can I receive remote learning support for the Summer I session?

Workshops for faculty and students are continuing to be offered. Faculty who are teaching online for the first time should complete the faculty online orientation. To make this easier, the Center for Online Learning is offering workshops that can help faculty through the transition.

### ONLINE ORIENTATIONS

**FACULTY:** [<click here> to enroll in the "Faculty Online Orientation"](#)

**STUDENTS:** [<click here> to enroll in the "Classroom Students Guide to Canvas: An Orientation" for students who are migrating online.](#)

**Faculty Online Workshops topics:** FlipGrid interactive video discussions, quizzes, Transitioning your Course to Canvas, Using Video Conferencing in Canvas, Sharing Resources inside Canvas. Please register at least 24 hours in advance. Check your email for the link to join, and join 10 minutes early to set up. If you have trouble registering send an email to [col@hccc.edu](mailto:col@hccc.edu) with your name, HCCC email, phone number, and which workshop you want to attend. On- request topics are also accepted

### Office of Human Resources News

**Direct Deposit--**Reminder for those who do not have Direct Deposit set up for payment processing. HCCC wants to ensure that all employees continue to be paid without interruption. To ensure that you receive payment, electronic payment via direct deposit is the best option and we encourage you to sign up for direct deposit as soon as possible. Please reach out to HR at [hr@hccc.edu](mailto:hr@hccc.edu) for instructions. The applicable forms are also available on the HR portal page.

**Hudson Employee Spotlight** - The Office of Human Resources is spotlighting HCCC employees who are admired for courage, outstanding achievements, or noble qualities as they promote HCCC's mission and values in their daily work. All HCCC employees are eligible to be nominated for the spotlights. Nominate an individual or a team by completing a nomination form. [NOMINATE AN EMPLOYEE HERE!](#)

Employee Assistance Program - When life gets tricky to navigate, you turn to your Employee Assistance (EAP) site to seek guidance and resources for you and your family. The new EAP employee site offers the same helpful experience you're used to, plus some. Become familiar with the new site by visiting [eap.ndbh.com](http://eap.ndbh.com) and log in using your existing company code. Username: hccc Password: guest

*"We are one of the strongest communities that I have ever seen which comes from our administration all the way down to each and every one of you. While times are certainly troubling, we will prevail once the dust settles. I can't wait to see each and every one of you back on campus soon. We care about you greatly and wish continued success as you navigate the remainder of the semester."* Warren Rigby, Student Government Association President.

### ***Please stay safe and well!***

HCCC Coronavirus (COVID-19) Task Force Co-chairs,

Kathleen Smith-Wenning

Darryl Jones