



Dear HCCC Students, Faculty, Staff, and Community Members,

As we prepare for the transition to remote learning that begins on Monday, March 30, 2020, we want to provide important updates along with a few frequently asked questions (FAQs) to ready you for the remote learning environment and experience. We realize that you will certainly have many questions not addressed here. Your best source for up-to-date information from HCCC is our dedicated COVID-19 page on the College's website at www.hccc.edu. Each academic division Associate Dean will also serve as a source of academic information. As we all are finding new ways to help one another through these unprecedented times, please know we are here to support you.

We are announcing that online/virtual instruction will continue through at least the end of the spring semester. As a reminder, Spring Break ends Sunday, March 29 and online/virtual instruction begins Monday, March 30.

FAQ's:

How do I resume remote classes on Monday, March 30?

Your faculty member for each individual class has been asked to communicate with you by the end of the day on Wednesday, March 25, 2020, about procedures. In many cases, you have already heard from them.

What if I have not heard from my faculty members by the deadline?

Please wait until the deadline has elapsed. Faculty may need every moment to prepare and communicate their plans for this major transition. After that, please use this contact list for assistance through your academic division:

Catherine Sirangelo, Associate Dean (Nursing/Health Sciences) [_CSirangelo@hccc.edu](mailto:CSirangelo@hccc.edu)

Dr. Burl Yearwood, Associate Dean (STEM) BYearwood@hccc.edu

Phil Cafasso, Associate Dean (Humanities/Social Sciences) PCafasso@hccc.edu

Joseph "Joe" Caniglia, Interim Associate Dean (English/ESL) JCaniglia@hccc.edu

Ara Karakashian, Associate Professor Culinary Arts and Hospitality Management AKarakashian@hccc.edu

Lester McRae, Assistant Professor Business LMcrae@hccc.edu

How can I prepare for remote (online) learning?

We have been working to equip all faculty with the tools and support they need to transition to remote learning as a means of providing academic continuity during this unprecedented time. Faculty members, please communicate with your students no later than **Wednesday March 25** to let them know what they can expect from you when classes convene remotely next week. This first communication should go out via email or Canvas. Faculty, if there are any exceptional unmet needs for remote teaching, please work with your Coordinators and Associate Deans.

Students, as soon as possible, establish a secure internet connection. Gather trouble-shooting information, such as password and internet provider customer service contact information. Test your equipment, making sure you can see and be seen through your camera and hear and be heard through your speaker(s) and microphone. If you do not have access to a computer or are concerned about regular internet access in your home, please complete our Coronavirus (COVID-19) Concern Form at www.hccc.edu/Coronavirus-Resources. Free high-speed internet services available amid Coronavirus are listed in the attachment.

Remote (online) learning will present new challenges. Daily log-ins to Canvas, close and careful reading of all class communications (either on a computer screen or a smartphone), a regular study routine, and connecting virtually with faculty and classmates can all help. Students, you will find an array of guidance and information at: www.hccc.edu/COL-Strategy-Student-Contingency-Plan/ and for faculty www.hccc.edu/COL-Strategy-Contingency-Plan/. General questions can be sent to COL@hccc.edu or (201) 360-4038 or (201) 360-4037.

In order to facilitate the learning process and make the eLearning experience more dynamic, our campus store is offering the following options to supplement and support your efforts:

FREE Online Shipping Offer: Visit the campus store website hcccshop.com for Free Shipping on all items with no minimum purchase. This includes various formats of course materials, supplies, apparel, technology and more.

Access to eBooks AT NO ADDITIONAL CHARGE: Visit the campus store website hcccshop.com to gain access to eBooks at no additional charge with your .edu email address. You can access up to 7 eBooks for the designated period free of charge.

FREE Access to Lumen Learning OER Courseware: Lumen Learning, our OER partner, is offering FREE access to courseware to help supplement content and additional resources to faculty, [click here for the Lumen offer](#).


Free Shipping on Rental Returns & Deadline Extensions: The campus store is offering free shipping return labels and is also extending the non-return period without penalty to assist with increased returns by mail. Click the COVID-19 message on the home page of the campus store website hcccshop.com.

Can I use HCCC Library Materials?

Effective March 21, 2020 HCCC Libraries are now 100% online. We welcome you to utilize the many online services available, including chat, reference services, journals, ebooks, databases, and streaming media. HCCC credentials are required for off-campus access. Librarians are available remotely during the following hours to help you with your research and reference needs:

- Monday-Friday: 8:00 a.m. - 8:00 p.m.
- Saturday & Sunday: 11:00 a.m. - 4:00 p.m.

Library Research Services Available Remotely

- **Library Catalog:** search books, ebooks, journals, media, equipment and more.
- **eBooks Collection:** a list of library databases for electronic books.
- **Journal Finder:** find a particular journal, magazine or newspaper.
- **Streaming Videos:** a list of library databases for streaming videos.
- **Databases A-Z:** a complete list of library subscribed databases, organized alphabetically.
- **Research Guides:** librarian-curated resource guides for a subject, topic or course.
- **Google Scholar:** search across a wide range of scholarly literature, including articles, books, theses, conference papers, and technical reports. To access full text available through HCCC Library, click "Full-Text @ HCCC Library" in the result page.
- **Chat:** click  in the page.
- **Email:** librarian@hccc.edu
- **Book an appointment** with a librarian

How will I participate in academic tutoring?

Free tutoring services are still available through www.hccc.mywconline.com. Tutors that you have been working with all semester will be working with you remotely. Simply log into WOnline and schedule an appointment with your regular tutor.

During your online tutoring session, you can use audio/video with your computer/laptop, type questions in the Chat, draw on the whiteboard using your cursor, and use the toolbar to import and export documents. For questions or concerns, please contact Kyle Woolley, Head Tutor for Math, Science, and Business at kwoolley@hccc.edu.

How can I register for summer and fall classes?

All summer and fall registration can be completed either online or remotely with assistance of an advisor. You will receive additional information about registration from Enrollment Services.

Tuesday, March 31, Veteran Priority Registration

Wednesday, April 1, Online Registration (For eligible students who have exited ESL/English Foundations coursework)

Thursday, April 2, Online Registration for ALL students

For a current schedule, go to www.hccc.edu/schedule or email enrollment@hccc.edu.

Will I stay on track to graduate?

Students will be provided equivalent opportunities to complete their current spring semester classes that they would have had during face-to-face/on the ground learning. We are committed to seeing you through this semester and we are going to support you in every way we can.

Commencement Update

We are waiting to see how things develop with respect to Commencement. We hope we'll be able to hold it on May 21 at Red Bull Arena as planned, but that depends on whether governmental restrictions that forbid any public gatherings are lifted by that time. Meanwhile, we're considering options should we need to change plans, such as postponing Commencement to a later date, or conducting a virtual ceremony. We will keep the College community informed.

Information from the Office of Student Affairs and Enrollment Services

We want to assure you that all of the support services you previously accessed in person are now available remotely. Our entire Student Affairs team is set up with the technology to assist you with everything you need—including financial aid, advising, registration, and mental health counseling. Additional resources can be found at [HCCC Remote Resources](#).

Students with particular concerns or hardships due to COVID-19, should submit a [Concern Form](#) and someone will follow up with you directly.

The College is prepared to do all we can to help students persist through the spring semester. Looking ahead to the summer and fall terms, registration will begin as indicated, but all "in-person" registration will be done remotely. Please continue to check your email for details on how to register "in-person" for summer and fall. Online registration will open, as planned, on April 1st for eligible students.

What happens to the accommodations I have on file through the Office of Accessibility Services?

While the structure of an online course may eliminate the need for many typical classroom accommodations, the environment may also create a unique set of needed accommodations. Communicate with your faculty member as soon as possible to understand how the change of instruction may affect your accommodations. Accessibility Services can be contacted via the following methods:

Departmental Number: 201-360-4157 as@hccc.edu

Jackie Safont, Director 201-360-5337 jsafont@hccc.edu

Karine Davis, Coordinator 201-360-4163 kdavis@hccc.edu

Remote Work and Staff

A reminder that **we expect anyone who can work remotely to begin doing so immediately**. Supervisors should be as flexible as possible in allowing remote work. Departments without any physical presence should post clear directions on how to obtain departmental assistance.

Information from the Office of Human Resources

The Office of Human Resources remains committed to servicing employees remotely. We have seen so much fantastic leadership and outstanding team work as employees continue to provide excellence in essential services on-the-ground and remotely. We encourage you to continue working together with your colleagues and supervisors and to encourage each other, as we adapt to the challenges before us. Take note of future communications regarding Virtual Professional Development Series workshops and trainings, HR's collaboration with the Office of Faculty and Staff Development. HR is working closely with the Payroll office to ensure continuation of pay for all employees and onboarding of staff and faculty. **If you do not have Direct Deposit set up, please make sure to contact HR for instructions.** For any questions or assistance please email hr@hccc.edu.

How Can I Support Our Students?

Many of you would like to have a way to provide direct assistance to students in need. Please consider a donation to the HCCC "Hudson Helps" program. Hudson Helps provides critical assistance to HCCC students and their families in need due to a crisis or catastrophic event. It relies entirely on donations and is one of the mechanisms the college is using right now to assist students directly. To help go to: <http://www.hccc.edu/foundationdonor>.

We appreciate your patience and continued understanding as we navigate these challenges. Most of all, we encourage each member of the HCCC community to continue to care for yourselves and your families during these stressful times. We understand that this unprecedented environment will cause inconvenience and concerns. However, we will come out of this crisis stronger than ever before. We are committed to helping you find solutions and connecting you to resources that will support you through this unusual semester.

Please don't hesitate to let us know if you have any questions or need our assistance.

Thank you!

HCCC Coronavirus (COVID-19) Task Force Co-Chairs

Kathleen Smith-Wenning

Darryl Jones