



March 29, 2020

Dear HCCC Students, Faculty, Staff, and Friends,

During the past two weeks, HCCC employees have worked long hours to ensure that your needs are being addressed as we face an unprecedented worldwide pandemic.

Monday, March 30 is a big day for HCCC. On Monday, we will provide excellent and comprehensive instruction as well as exemplary services to you, remotely. HCCC's Coronavirus Task Force understands that for some of you this new way of learning and being served represents a lot of change. During the transition to remote teaching and learning, all members of the College community have been engaged; as a result, we are confident that we will not only get through this challenging time, but we will actually be a better institution as we move forward together.

Our March 22 communication included several frequently asked questions (FAQ's). All of the previous Coronavirus-related emails sent to you are available at www.hccc.edu/Coronavirus-Resources. Please read this information to ensure you have accurate and complete information.

We realize that you may have more questions and we take this time to provide additional information.

As more cases of (COVID-19) are being identified in New Jersey, what should I do? The New Jersey Department of Health (NJDOH) and The New Jersey Communicable Disease Center (CDS) have issued Guidance on the Contact of a Close or Casual Contact of a Confirmed or Suspected Case of COVID-19. Please note the attached document.

When will the Spring Semester end?

Last classes and/or final examinations are scheduled for Tuesday, May 12 thru Monday May 18. If you are enrolled in ENG 101, ESL, or Developmental English, please speak with your instructors for the exam schedule. The last day for faculty to submit grades to the Registrar's Office is Thursday, May 21. Joseph Caniglia at jcaniglia@hccc.edu is the Interim Dean of English and ESL and he will be glad to respond to questions as they arise.

What are the protocols for coming to campus during a Campus Closure?

Our protocol when the campus is closed is to not allow anyone on campus. No students are permitted on campus. All classes and services are currently being taught and conducted 100% remotely. Only employees who have been previously notified as "essential" will have access to the campus if the situation warrants.

Is computer equipment being made available to students who do not have access to a laptop/computer at home?

The College has purchased a number of Chromebooks for students to borrow. Students

should submit a Concern Form at www.hccc.edu/Coronavirus-Resources. Students must provide their full name, ID number, email, and telephone number. Once approved, students will be contacted with instructions for acquiring a device at one of the College's food pantries. If faculty have a need, please contact your division Associate Dean.

How do I complete my lab courses in STEM?

All STEM courses are being conducted online. Lab courses will be conducted using laboratory simulations and other methods that individual faculty members will employ. Faculty members may also provide students with data and data sets in order for students to complete lab reports. Please contact your instructor or the course coordinator for specific details.

Is it possible to complete Culinary Arts and Baking & Pastry labs?

Yes, all lab courses will be conducted virtually throughout the spring semester. Faculty will use a combination of WebEx sessions, Zoom, lectures, discussions, pre-recorded CAI videos and testing to ensure seamless completion of the spring semester. Optional lab sessions will also be facilitated by faculty once the college returns to on-the-ground instruction.

Will the NLN PAX and ATI TEAS exams take place?

The March 27 and April 3 PAX exams are postponed. NLN will waive rescheduling fees once new dates are available. NLN is currently working on a remote testing option and they hope to launch this sometime in April.

The April 17 ATI TEAS is postponed and the Radiography department would like to tentatively rescheduled for Tuesday, May 19th. The testing company does not have a remote testing option.

Will I have the option to take my spring semester classes Pass/Fail?

Yes, an important message went out to all students and staff members on Friday, March 27. For the spring 2020 term, students will be able to opt for a change from a traditional letter grade to a Pass/Fail grade. Students are allowed to make the choice of a Pass/Fail grade through Thursday, May 28, 2020. The Pass/Fail option will apply to all spring 2020 terms (Traditional, Late Start, Online A and B, ESL, Developmental Education, and Culinary Arts cycles). Students are advised to consult with their faculty members and/or their advisors in order to understand the alternate grading procedure.

If you have further questions or concerns, we will answer all of them and share the responses as soon as possible. It is important that we take time to ensure the information is accurate and complete before we share it with you. Your continued patience is deeply appreciated.

We encourage you to be patient with and kind to each other; remembering we are in this together. No one is perfect, and all of us make mistakes. There will be some unique challenges. This is to be expected. There will be technological glitches. Again, that is to be expected. There will be a learning curve for all of us this week. However, we assure you that you will continue to receive quality instruction and services that you need, want, deserve, and have come to expect from HCCC.

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