

Hudson County Community College
Continuing Education and Workforce Development
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Hudson County Community College
Continuing Education and Workforce Development
Student Guide

I. In-Person Registration, Advisement, and/or Payment:

HCCC Continuing Education and Workforce Development is open for in-person registration or advisement on courses.

In-person registration will be available by appointment only, at the following locations:

Jersey City:

Student Center, 1st Floor
71 Sip Avenue
Jersey City, NJ 07306

North Hudson Campus:

4800 John F. Kennedy Blvd
Union City, NJ 07087

In person registration will be available, by appointment only, at the following locations:

Jersey City:

Culinary Conference Center, 5th Floor
161 Newkirk Street, Room E505
Jersey City, NJ 07306

North Hudson Campus:

4800 John F. Kennedy Blvd
1st Floor
Union City, NJ 07087

Appointments are required to register, make a payment, or for program advising.

To make an appointment to register or ask questions about ESL, you may call (201) 360-4224 or email ce@hccc.edu.

For questions on other programs, contact the following coordinators to make your appointment:

Healthcare Certificates and Apprenticeships

Betsey Barnum, 201-360-4243,
or cewdhealthcare@hccc.edu

Advanced Manufacturing
Apprenticeship Program

Albert Williams,
201-360-4255 or alwilliams@hccc.edu

Center for Business and Industry

Maritza Reyes, Business Developer,
201-360-5383 or mreyes@hccc.edu
Or Djadji Sylla-Samassa,
CEWD Coordinator, 201-360-4234
or dsylla@hccc.edu

Business, Computers, Project Management

Alexis Muniz, amuniz@hccc.edu,
201-360-4244

Culinary

Chastity Farrell, cfarrell@hccc.edu,
201-360-4262
and Qua'Fayshia Ransom,
qransom4959@live.hccc.edu,
201-360-5326

English As A Second Language (ESL)

Qua'Fayshia Ransom,
qransom4959@live.hccc.edu,
201-360-5326

Youth & Family Programs

Carmen Guerra, cguerra@hccc.edu,
201-360-4260

II. What You Need to Know For On-Campus Visits

Before Coming to Campus:

- If you do not feel well, stay home and participate in teaching, learning, and working remotely.
- Check to confirm that you are enrolled in a class that meets in-person or that you have an appointment to meet in-person with a staff member.
- Have your Student ID card available.
- Leave extra time to enter the building due to the enhanced screening requirements (see below).
- Complete the training that you can access from a link sent to your email address.
- Have a face covering (one will be provided if you do not have one).

What to Expect On-Campus:

- Participate in HCCC's health screening protocol by completing the survey and having your temperature assessed when entering HCCC's buildings.
- Wear a mask in all HCCC spaces.
- Adhere to social distancing guidelines by maintaining a distance of at least 6 feet between yourself and others.
- Adhere to all capacity limitations in classrooms, offices, restrooms, and elevators (limited to two people, so please leave extra time if you require).
- Follow one-way directions for all entrances, exits, and stairwells.
- Wash or sanitize your hands frequently.

Please keep in mind the following:

- No guests will be allowed into the buildings.
- Eating or drinking will not be allowed in indoor areas of the campus, except in designated food areas.
- Bits and Bytes Bistro in the STEM building (263 Academy Street) will be open from 8 a.m. – 2 p.m., Monday – Friday. You can order online with the 'Myquickcharge' app. Please download it from Apple or Google Playstore. Use Code HCCC267 to register. For specials and promotions go to our instagram: @hcccbitsandbytesbistro.
- Indoor dining is available, but you can save time and order ahead.

- All members or visitors will be screened when entering the building and fill out a health survey. You will need to be screened each time you enter a building.

III. Three Types of Classes Offered

- Online classes: Fully remote classes where students will be meeting virtually via online conferences with their instructor and classmates weekly at a designated time each week.
- Hybrid: Hybrid learning combines face-to-face instruction with online learning. Students will be meeting one session in-person and one session online via virtual conferences at a designated time each week.
- In-Person: On-campus classes. For in-person classes, face-covering must always be worn. Students are required to complete the **SafeColleges** and **HCCC Student Orientation** training prior to the beginning of class. Classroom seating will adhere to the 6-foot social distancing guidelines established by the CDC. All backpacks, coats, and any miscellaneous items must be placed under the table/desk, under the student's chair or in a designated space. Students will not be allowed to stay in the classroom once the class ends.

IV. ESL In-Person Testing

Students are encouraged to test remotely. However, if you are not able to test remotely and can only complete the placement test in person, then you may email us or call us to notify us, and we will schedule you for in-person testing. Availability is limited.

V. Additional Information and Resources

For additional information about the HCCC Restart Plan, please go to: [HCCC Restart Plan](#)

For Frequently Asked Questions, please go to: <http://www.hccc.edu/returntocampus/faqs/>

For general information about Returning to Campus, please go to:
<http://www.hccc.edu/returntocampus/>

VI. Important Information to Access Remote Registration and other Services

Program

Website and Contact Information

Apprenticeship Programs

[Click here for website](#), Betsey Barnum,
201-360-4243,
or cewdhealthcare@hccc.edu

Business Partners: Private and Government

[Click here for website](#),
Maritza Reyes, Business Developer,
201-360-5383 or MReyes@hccc.edu

Center for Business and Industry

[Click here for website](#),
Maritza Reyes,
Business Developer,
201-360-5383 or MReyes@hccc.edu

Community Partners

[Click here for website](#),
Chastity Farrell, Associate Director
201-360-4262 or CFarrell@hccc.edu

Continuing Education Classes

- Main Campus (Journal Square)
- North Hudson Campus

[Click here for website](#), 201-360-4246

[Click here for website](#), 201-360-5358

Weekend Workshops/
AuPair Programs, Art Classes

Chastity Farrell, cfarrell@hccc.edu,
201-360-4262

Business, Computers, Project Management

Alexis Muniz, amuniz@hccc.edu,
201-360-4244

Culinary

Chastity Farrell,
cfarrell@hccc.edu, 201-360-4262
and Qua'Fayshia Ransom,
gransom4959@live.hccc.edu, 201-360-5326

English As A Second Language (ESL)

Qua'Fayshia Ransom,
gransom4959@live.hccc.edu,
201-360-5326

Healthcare

Samaya Yashayeva, syashayeva@hccc.edu,
201-360-4239

Youth & Family Programs

Carmen Guerra, cguerra@hccc.edu,
201-360-4260

Ed2Go

Qua'Fayshia Ransom,
gransom4959@live.hccc.edu,
201-360-5326

Culinary Conference Center

Karen MacLaughlin, Event Booking,
201-360-5303 or kmaclaughlin@hccc.edu

Liberty Café and Bits and Bytes Bistro

Bits and Bytes Bistro in the STEM building
will be open Monday – Friday, 8a.m. – 2p.m.
beginning on September 8th. Liberty Café
will remain closed until further notice.

Evening, Weekend and Off-Site Administrator

Alex Muniz, Coordinator of Evening,
Weekend & Off-Site Programs,
201-360-4244 or AMuniz@hccc.edu

Healthcare Certification Programs

[Click here for website](#),
Betsey Barnum,
Apprenticeship for Healthcare Coordinator,
201-360-4243 or
cewdhealthcare@hccc.edu

Hudson County Workforce Leadership Academy

[Click here for website](#), Lori Margolin,
Associate Vice President, 201-360-4242 or
LMargolin@hccc.edu

Veterans

Catherina Mirasol, Director, 201-360-4241
Or CMirasol@hccc.edu

Billing

Tahrier Ahmad, Office Assistant,
201-360-4256 or TAhmad@hccc.edu

CEWD Administration

Lori Margolin, Associate
Vice President, 201-360-
4242 or
LMargolin@hccc.edu

VII. Restart Plan: General Information

Hudson County Community College (HCCC) values its students, faculty, staff, and community members and is committed to being proactive in the protection of the health and safety of all during the COVID-19 pandemic and always.

COVID-19 most commonly spreads through respiratory aerosols that are expelled when an infected individual sneezes or coughs. Individuals with COVID-19 may exhibit symptoms like fever and a dry cough or may not exhibit symptoms at all. The Centers for Disease Control and Prevention (CDC) recommend that individuals stay home whenever possible and wear face masks, wash or sanitize their hands frequently, and maintain a distance from others of at least six feet when outside of the home in order to limit the spread of COVID-19.

Hudson County Community College's Restart Plan was developed by the Return to Campus Task Force with input from the college community. HCCC's Restart Plan was developed in alignment with the template and guidelines provided by the Office of the Secretary of Higher Education and adheres to all CDC requirements, recommendations, and guidelines. Safety during a pandemic is a collective responsibility.

The ability of Hudson County Community College to thrive during the current COVID-19 pandemic is contingent upon a shared understanding that we each have a role in taking steps that promote not only our own health but the health of the other individuals with whom we share our campus.

In continuation of this important community goal, and in accordance with guidance from the CDC, Hudson County Community College requires that all students, faculty, staff, and visitors to our campus abide by the rules and regulations set forth: ·

- Complete all required "Return to Campus" trainings
- Participate in HCCC's health screening protocol by completing the survey and having your temperature assessed when entering HCCC's buildings. ·
- Stay home and participate in teaching, learning, and working remotely if you do not feel well or have circumstances that prevent you from being on campus. ·
- Wear a mask in all HCCC spaces.
- Adhere to social distancing guidelines by maintaining a distance of at least 6 feet between yourself and others. ·
- Adhere to all capacity limitations in classrooms, offices, restrooms, and elevators. ·
- Follow one-way directions for all entrances, exits, and stairwells.
- Wash or sanitize your hands frequently.
- Sneeze and cough into your elbow.
- Fill out "Coronavirus Concern Form" located under www.hccc.edu/returntocampus

VIII. Frequently Asked Questions

1. How can I enroll in a continuing education class?
 - To register online, please go to our website or click on the following link:
<https://www.hccc.edu/continuingeducation/>
 - Starting on Monday, August 17th, HCCC Continuing Education and Workforce Development will be open for in-person registration and/or advisement on courses.
 - In-person registration will be available by appointment only, at the following locations in Jersey City: Student Center, 1st Floor, 71 Sip Avenue and at the North Hudson Campus: 4800 John F. Kennedy Blvd, Union City, NJ 07087.
 - Beginning September 23rd, in-person registration will be available by appointment only, at the following locations in Jersey City: Culinary Conference Center, 5th Floor, 161 Newkirk Street, Room E505 and at the North Hudson Campus: 4800 John F. Kennedy Blvd, 1st Floor, Union City, NJ 07087. For more information about in-person registration, please go to section one *In-Person Registration, Advisement, and/or Payment* at the beginning of this document.
2. I want to enroll in an ESL course. How do I get started?
 - Please go to our website or follow the link here:
<https://www.hccc.edu/continuing-education/esl/>. ESL classes will be offered both in an online format and a hybrid format. Hybrid learning combines face-to-face instruction with online learning. Students will be meeting one session in-person and one session online via virtual conferences at a designated time each week. If you would like additional information, please call Customer Service at 201-360-4246 or 5358 or email ce@hccc.edu.
3. How can I enroll my son/daughter in the SAT Prep or PSAT Prep programs?
 - Please go to our website or follow the link here: <http://www.hccc.edu/continuing-education/family-and-kids-program/> If you have questions, please contact Carmen Guerra at 201-360-4260 or cguerra@hccc.edu.
4. I am interested in attending a virtual information session for the new Project Management Certification class? Can you tell me more about it?
 - Please go to our website or follow the link here:
<https://www.hccc.edu/continuing-education/PMP>. If you have questions about the course or payment options, please contact Alexis Muniz at 201-360-4244 or amuniz@hccc.edu.

5. I would like to find out more information about health and safety precautions on campus. Can you help me?
 - Please visit the HCCC website (<http://hccc.edu/returntocampus/>).
6. What can I expect when I register for an online class?
 - An online class meets remotely. You will not come to campus. The class will meet at a designate day/time.
7. I am having difficulty enrolling in the class I want to take. Can you help me?
 - Please call Customer Service at 201-360-4246 or 5358 or email at ce@hccc.edu.
8. I want to enroll in Healthcare programs. How do I get started?
 - Please visit our [website](#) for more information. For questions, please contact Betsey Barnum at [cwghealthcare@hccc.edu](mailto:cwdhealthcare@hccc.edu) or (201) 360-4243.
9. I want to enroll in the Advanced Manufacturing apprenticeships. How do I get started?
 - Please contact Al Williams at alwilliams@hccc.edu or (201) 360-4255.
10. I want more information on apprenticeships. Where should I go?
 - Please contact Catherina Mirasol at cmirasol@hccc.edu or (201) 360-4241.
11. What industry certificate programs do you offer?
 - We offer a variety of healthcare certification programs. For more information, visit our [website](#) or contact Betsey Barnum at cwghealthcare@hccc.edu or (201) 360-4243.
12. I am a local business and I am interested in virtual training for my staff. How do I get started?
 - Please call Maritza Reyes at 201-360-5383 or email MReyes@hccc.edu.
13. Can I order from Bits and Bytes in person?
 - Yes. Orders can be placed in person or in advance through the MyQuickCharge app. Bits and Bytes accepts Cash, Credit, Apple Pay and Android Pay.
14. What if I have a food allergy?
 - When placing your order, let the staff know if you have any restrictions or questions about the product.

15. Do you deliver?

- As of now we do not offer delivery, however contactless pickup is available through the MyQuickCharge app.

16. I would like to inquire about availability at the Culinary Conference Center for an event. Who can I contact?

- Please contact Karen MacLaughlin at 201-360-5303 or email kmaclaughlin@hccc.edu

For Other Questions:

Text, call or email Lori Margolin, Associate Vice President, Continuing Education and Workforce Development, at 201- 600-1359 or LMargolin@hccc.edu.