

Subject: Update on HACC's Instruction and Student Services Planning – July 21, 2021
Date: Wednesday, July 21, 2021 4:27:59 PM

Good afternoon, colleagues!

In July and August, we are hosting virtual information sessions and coffee chat hours for future HACC students who want to learn more about transferring, advising, career services, student access services and steps for enrolling. These free events are hosted by the HACC Admissions Department. If you know any future students who may be interested, please direct them to this webpage: hacc.edu/InfoSession.

As you have come to expect, following are the commonly asked questions and our responses to them. Please note that some of these responses are tentative and subject to change.

If you have additional questions and you do not see the answers on the website, please submit the online form located on the website. Please see the webpage section called "[Information for Employees](#)." If you would like to see the information being communicated to students, please see the webpage called "[Information for Students](#)."

We will continue to update you regularly via email, the aforementioned website and Zoom sessions.

Thank you!

John J. "Ski" Sygielski, MBA, Ed.D.
Pronouns: He, Him, His
President & CEO
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1. How do students order course materials, and will the bookstores be open this fall?

The list of required and optional course materials for fall 2021 is available on the bookstore website: bookstore.hacc.edu

If materials are not yet listed for a specific course, please check back frequently, as materials are being added daily. Financial aid will be available to use for the fall 2021 semester on Aug. 9, 2021.

Please note the following:

- Starting Aug. 1, 2021, there will be a \$4.95 shipping fee for each order shipped via UPS.
- Customers placing a web order will have the option to pick up their order at any campus bookstore during [open store hours](#), which start Aug. 16, 2021.
- There is no longer a bookstore located on the Lebanon Campus. However, customers can pick up their orders at the Learning Commons Desk located on

the third floor of the Lebanon Campus.

- All orders for textbooks and other course materials should be placed online through the fall 2021 semester. Not all textbooks and other course materials will be available to purchase at all campus bookstore locations.
- School and office supplies and HACC-imprinted merchandise (such as clothing and gift items) will be available to purchase at all campus bookstore locations.
- Apple[®] products will be available to purchase in the Harrisburg Campus bookstore or online.
- Textbooks and other required course materials need to be pre-ordered even if you choose in-store pickup.

2. I recently went into my myHACC account to view my job summary. It looks like there is a new position number, and I seem to be reclassified. However, the salary letter is dated Jan. 1, 2021. When will the new letters be available?

As part of the One-College reorganization and BANNER changes, all employees will show a new position number. This change is effective as of July 4, 2021. The revised letters will be updated by the Office of Human Resources after the salary increases are uploaded.

3. Employees received an annual raise in January. The frequently asked questions (FAQ) [sheet](#) for the fiscal 2021-22 budget shows that employees will receive a 2% raise this year. When is that raise scheduled, and who is eligible?

Regular full-time and part-time employees are eligible to receive the salary increase, unless their current salary is greater than or equal to the maximum of the salary range.

Employees who are new to a regular full-time or regular part-time role must serve in that position for at least six months and successfully pass the introductory period to be eligible to receive an annual salary increase. The exceptions are detailed further in the [SGP 402 Pay Practices Handbook](#).

Information for adjunct faculty can be found in [myHACC](#) under Compensation and Benefits in the HR portal. Most reclassified employees in the CEO review will receive the 2% increase after the reclassification has been applied. Please see the exceptions outlined in “Applying Board-approved Salary Increases” in SGP 402. For further information or to ask questions, please email Brianna Bolin at bnbolin@hacc.edu.

Quote: *He who is different from me does not impoverish me, he enriches me. ~Antoine de Saint-Exupery*