Addendum: Temporary Changes to the *HCC Catalog* and the *HCC Student Handbook* in response to COVID-19

In response to COVID-19, Houston Community College has enacted temporary measures which affect policies and procedures outlined in the *HCC Catalog* and the *HCC Student Handbook*. This document serves as an addendum to both the 2019-2020 HCC Student Handbook and HCC Catalog, and has been developed to provide students and others who may be affected with up-to-date information on these changes and their potential implications to certain areas within these two publications. Any information located in the 2019-2020 HCC Student Handbook or 2019-2020 HCC Catalog which differs from the information contained in this Addendum is replaced or superseded by the information in this Addendum. Page numbers for the location of the information originally included in the 2019-2020 HCC Student Handbook and Catalog are included below for reference and clarity.

One change – the College district-wide closure of buildings in response to the COVID-19 pandemic emergency – affects many services described within the *HCC Catalog* and the *HCC Student Handbook*. Where alternate options are able to be offered, they are indicated within this Addendum. Otherwise, availability will be limited in accordance with HCC's COVID-19 Remote Operation Schedule (March 21):

> "No access will be available for students, faculty, staff or visitors, unless identified as a critical activity, and normal access will resume when HCC determines it is safe to do so."

In addition to the specific information provided below, students are encouraged to seek regular resources related to changes to Instructional and Student Services during the time of the COVID-19 pandemic emergency and other related updates at www.hccs.edu/health-notice. The www.hccs.edu website also contains other helpful information about changes in HCC Board policies related to the COVID-19 pandemic emergency.

Admissions Information

(HCC Catalog, p 10; HCC Student Handbook, p 9)

While in-person services are not available at this time, HCC remains committed to meeting the needs of its students. To contact Admissions and Enrollment, students may call 713-718-2000 or submit a question through the Virtual Lobby located on HCC's website — a one-stop way to submit a question to multiple HCC Student Service departments. The appropriate team member will follow up within 24-48 hours.

Other than moving to a fully online format, the admissions process at HCC has not changed. More information may be accessed at https://www.hccs.edu/applying-and-paying/.

Cost of Attendance & Exemption / Waivers Information
(HCC Catalog, p 21; HCC Student Handbook, p 20)

Online Course Fees
(HCC Catalog, p 24; Student Handbook, p 23)

For students enrolled in the Spring 2020 term, no fees were added when the transition was made from face-to-face instruction to remote learning.

The HCC Board of Trustees approved the recommendation to waive the Distance Education Fee for all Summer 2020 classes. Students who have already registered and paid for their Summer courses will be issued a refund for the associated Distance Education fee. For all other students who plan to register, the system has been updated, and they will not be charged the fee.

Drop and Withdrawal Refund
(HCC Catalog, p 28; Student Handbook, p 27)
https://www.hccs.edu/support-services/transfers/spring-2020-grading-policy/
This section is highlighted as available for background information and because of expressed student concern, but there has been no change to this procedure.

Financial Aid
(HCC Student Handbook, p 29)

The COVID-19 situation evolves and changes rapidly, and the Financial Aid Office is committed to communicating updates as things change. To access the most up-to-date information regarding HCC's Financial Aid services, including aid recently authorized by the federal government in response to the COVID-19 pandemic emergency, click on this link to be routed to the Financial Aid website.

Bookstore
(HCC Catalog, p 54; HCC Student Handbook, p 55)
https://www.hccs.edu/applying-and-paying/financial-aid/bookstore-credit/
In light of the current situation with Coronavirus and the need to maintain social distancing, HCC is offering students two options to purchase and access books as described here. Students accessing Barnes & Noble's online services will be offered free shipping. Additionally, HCC has partnered with VitalSource to provide free ebooks through May 25.

College Work Study Programs
(HCC Student Handbook, p 30)
https://www.hccs.edu/applying-and-paying/financial-aid/financial-aid-covid-19-qa/#d.en.312066
Students in a federal or state Work-study position for Spring 2020 will no longer report to their jobs or be required to work remotely. The remaining amount of their Work-Study award for the Spring semester will be/was paid in two lump sum installments on April 15 and April 30. For additional information about changes to the Work Study program due to the COVID-19 pandemic emergency, please click on the link above.

Emergency Financial Help

https://www.hccs.edu/applying-and-paying/financial-aid/emergency-help/

Additional emergency funding help is available in response to COVID-19 related financial stressors as described below:

CARES Act Funding

HCC received a Higher Education Emergency Relief Funds (HEERF) grant created under the Coronavirus Aid Relief and Economic Security (CARES) Act, which will be used to advance our commitment to helping our students affected by the current COVID-19 crisis. Funding provided to HCC under the CARES Act is available to Title IV eligible enrolled students affected by COVID-19. Title IV eligible students are those with a completed and processed Free Application for Federal Student Aid (FAFSA) on file.

Swoop to the Rescue

Students enrolled in semester-hour or continuing education courses who need specialized assistance to help with financial emergencies or disaster recovery may apply for funds via Swoop to the Rescue. Additional information is available on the link above and questions may be directed to hcc.specialgrants@hccs.edu.

NOTE: Emergency Help will not need to be repaid as these funds do NOT fall into the category of Emergency Loans, which are covered by HCC Financial Aid Policy (HCC Student Handbook p 30).

Financial Aid – Summer 2020

(HCC Catalog, p 31; HCC Student Handbook, p 34)

https://www.hccs.edu/applying-and-paying/financial-aid/summer-financial-aid/

In previous semesters, students were required to submit a form to request funds for summer. That is not currently required. Students who have a 19-20 FAFSA application on file and are eligible to receive summer financial aid will receive an email notification about their award, and the next steps. Additional information is available on the link provided.

HCC Foundation Scholarships

(HCC Student Handbook, p 30)

https://www.hccs.edu/applying-and-paying/financial-aid/scholarships/

Information on scholarships with April and May submission deadlines may be accessed via the above link.

Academic Information

(HCC Catalog, p 30; HCC Student Handbook, p 33)

Academic Progress Requirements

(HCC Catalog, p 32; HCC Student Handbook, p 35)

https://www.hccs.edu/support-services/transfers/spring-2020-grading-policy/

As described in the above link, Pass and Fail options will not be used in calculating Grade Point Average (GPA), so a student's GPA will remain the same as before Spring 2020 if a student elects a Pass/Fail option. If Pass/Fail options are elected, statuses from before Spring 2020, such as probationary and warning will be continued.

Dropping Courses
(HCC Catalog, p 34; HCC Student Handbook, p 36)
https://www.hccs.edu/support-services/transfers/spring-2020-grading-policy/
No changes were made to this policy for Spring 2020, and more information about other options – such as changes to the Withdrawal procedures – can be found at the above link. This section is highlighted as available for background information and because of expressed student concern.

Grading Policy
(HCC Catalog, p 31; HCC Student Handbook, p 34)
https://www.hccs.edu/support-services/transfers/spring-2020-grading-policy/
For Spring 2020, HCC's grading policy has been temporarily changed to allow students to choose the grading option that best suits their needs during this unprecedented time. Please access the link above for more information about the temporary changes – including Pass/Fail options – and options that are provided to help alleviate some of the stress our students are facing. Any future grading policy changes to support students during the COVID-19 pandemic emergency will also be communicated using this same link.

Graduation Participation
(HCC Catalog, p 39; HCC Student Handbook, p 41)
https://www.hccs.edu/resources-for/current-students/communicable-diseases/
Due to travel restrictions and social distancing requirements associated with the COVID-19 pandemic emergency, HCC's Spring 2020 Commencement ceremonies will be conducted in a virtual, live-streamed format. Please access the link above for more information. Any future changes to graduation related to the COVID-19 pandemic emergency will be communicated using this same link.

Incompletes
(HCC Catalog, p 31; HCC Student Handbook, p 34)
https://www.hccs.edu/support-services/transfers/spring-2020-grading-policy/
Students taking skills lab courses or external learning experiences that cannot be completed this Spring will automatically receive an Incomplete for the semester. Students affected by this change will be notified by their instructor and should work with their instructor to craft a plan and timeline to finish their coursework within six (6) months of the end of the term. If necessary, students may request an extension, so that students may have a total of up to 12 months to complete their coursework.

For any other courses, if students cannot complete their Spring course (e.g. lacking only a few assignments and/or documented extenuating circumstances, they may contact their faculty member to discuss a grade of Incomplete. As described in the HCC Student Handbook, faculty members will normally make the determination of whether an Incomplete is warranted. A determination regarding an Incomplete must occur and be agreed to before May 10, 2020. If agreed, these students should work with their instructor to craft a plan and timeline to finish their coursework within six (6) months of the end of the term. These students may request an extension, so that the student may have a total of up to 12 months to complete their coursework.

Limitations / Costs of Course Withdrawals

(HCC Catalog, p 34; HCC Student Handbook, p 37)

https://www.hccs.edu/support-services/transfers/spring-2020-grading-policy/

Students may choose to withdraw from a course as late as May 10, 2020. Students who withdraw from a course during the period of March 1, 2020 to May 10, 2020 will receive a COVID19 designation with the grade of W. This will not count against the number of legally allowed withdrawals from a student's undergraduate career.

Medical Withdrawal / Compassionate Withdrawal Application Process

(HCC Catalog, p 35; HCC Student Handbook, p 38)

In addition to being able to submit the application form for a Medical or Compassionate Withdrawal to an Ability Services Counselor, students have the option to submit this form to any counselor. To request an application form Students may contact an Office of Enrollment Services at the emails listed.

Central: ce.enrollment@hccs.edu
Coleman: co.enrollment@hccs.edu
Northeast: ne.enrollment@hccs.edu
Northwest: nw.enrollment@hccs.edu
Southeast: se.enollment@hccs.edu
Southwest: sw.enrollment@hccs.edu
Online: ol.enrollment@hccs.edu
District: hcc.enrollment@hccs.edu

Students may contact their Ability Services Counselor or campus Counselor with questions.

Satisfactory Academic Progress Requirement for Financial Aid

(HCC Catalog, p 37; HCC Student Handbook, p 40)

https://www.hccs.edu/support-services/transfers/spring-2020-grading-policy/

The federal government has established eligibility requirements for students receiving financial aid which include making satisfactory academic progress (SAP). The temporary changes that HCC has enacted to its grading policy for Spring do not affect the SAP requirements. Students should work closely with their academic advisors and financial aid counselors to understand how grade options might impact their ability to fulfill financial aid SAP requirements.

Satisfactory Academic Progress Requirement for Veterans and Military

(HCC Catalog, p 36; HCC Student Handbook, p 39)

https://www.hccs.edu/support-services/transfers/spring-2020-grading-policy/

The Department of Veterans Affairs requires that any student utilizing VA education benefits make satisfactory academic progress (SAP) to remain eligible for such benefits. The temporary changes that HCC has enacted to its grading policy for Spring do not affect the SAP requirements. As described earlier in this Addendum, Pass/Fail designations will not affect a student's GPA. Veteran students should work closely with their advisors to understand how grade options might impact their ability to fulfill SAP requirements.

More information specific to Veterans may be accessed at https://www.hccs.edu/support-services/veteran-affairs/.

Transcripts

(HCC Catalog, p 39; HCC Student Handbook, p 41)

https://www.hccs.edu/resources-for/current-students/transcripts/

Effective March 23, 2020, due to the closure of HCC Facilities due to the COVID-19 pandemic emergency, there is a temporary suspension of mailing and picking up transcripts at HCC campuses. Using the website link above, please select PDF copy in lieu of the hard copy option, and transcripts will be timely delivered using that option. For questions, email hcc.enrollment@hccs.edu.

Academic Support

(HCC Catalog, p 43; HCC Student Handbook, p 45)

Tutoring, Writing Centers, and Math

(HCC Catalog, p 43; HCC Student Handbook, p 45)

http://www.hccs.edu/resources-for/current-students/tutoring

Beginning March 30, 2020, face-to-face tutoring is offered in real-time through video conferencing using Microsoft Teams. Students may call 713-718-8184 to schedule an appointment to virtually meet with a tutor. Additional information is available by following the link provided above.

Student Services

(HCC Catalog, p 47; HCC Student Handbook, p 48)

Ability Services

(HCC Catalog, p 49; HCC Student Handbook, p 50)

https://www.hccs.edu/support-services/ability-services/

Due to the COVID-19 pandemic emergency, while HCC campuses are closed, all ADA Intakes and requests for ADA Accommodations are being conducted online, as well as follow up and assistance from Ability Services Counselors. For a list of the Ability Services Counselors and their contact information, please click on this link.

Advising Services

(HCC Catalog, p 48; HCC Student Handbook, p 49)

https://www.hccs.edu/support-services/advising/

Due to the COVID-19 pandemic emergency, while HCC campuses are closed, all advising sessions are being conducted in a virtual format. To schedule a meeting with an academic advisor, please click on this link.

Counseling Services

(HCC Catalog, p 49; HCC Student Handbook, p 50)

https://www.hccs.edu/support-services/counseling/

Due to the COVID-19 pandemic emergency, while HCC campuses are closed, counseling services are currently unavailable on campus. However, students may still access information on services through the link above. Students may also contact their campus Counseling Office directly by accessing this link.

During the campus closures caused by the COVID-19 pandemic emergency, Students on Probation or Suspension who need to register for a SLIP (Successful Learning Intervention Program) Orientation Session may do so by clicking on this link.

Student Orientation
(HCC Catalog, p 47; HCC Student Handbook, p 48)
https://www.hccs.edu/support-services/new-student-orientation/
During the campus closures caused by the COVID-19 pandemic emergency, new student orientation is being conducted in a virtual format. Please click on the link above for instructions on how to complete this process.

Testing Services (Current Students)
(HCC Catalog, p 51; HCC Student Handbook, p 52)
https://www.hccs.edu/resources-for/current-students/testing-services/
Beginning March 13, 2020, HCC Testing Centers are closed due to the COVID-19 pandemic emergency. Testing services, including all TSIA, Accuplacer ESL and third-party testing are postponed until further notice. An email is provided for each testing location if current students have questions regarding test results. HCC anticipates resuming operations in the Testing Centers as recommendations from the CDC and local authorities allow. Students with questions should follow the link provided for more information.

International Services & Programs
(HCC Catalog, p 59; HCC Student Handbook, p 60)

Contacting International Student Services
(HCC Catalog, p 59; HCC Student Handbook, p 60)
https://www.hccs.edu/support-services/international-students/
Due to the COVID-19 pandemic emergency, while HCC campuses are closed, in-person services are currently unavailable. However, workshops are being conducted via webinars, new applications are being accepted and processed, and advising is available. Interested students are encouraged to call (713-718-8521) or email (oiss.international@hccs.edu) for enrollment information.
Please click on this link for additional information.

Full-time Enrollment Requirements for International Students
(HCC Catalog, p 59; HCC Student Handbook, p 60)
https://www.hccs.edu/support-services/transfers/spring-2020-grading-policy/
The International Services & Programs office is monitoring the rapidly changing information about COVID-19 and any impact it has to enrollment requirements for our International students. Per the information communicated to HCC, the U.S. Student & Exchange Visitor Program (SEVP) regulations confirmed that F-1 students may temporarily engage in distance-learning during the spring and summer 2020 terms, either from within the U.S. or outside the country, to fulfill the F-1 status requirements.

In order to maintain their visa status, F-1 international students must maintain full-time enrollment and make satisfactory academic progress. The temporary changes that HCC has enacted to its grading policy may affect these requirements, depending on the option students select. Students should consult with their faculty members and advisors to select the option in their best interest. Students are encouraged additionally to follow official sources of information from the SEVP as well, so that they may receive up-to-date information.

For more information, please visit the above link.

Check-in & Orientation for International Students
(HCC Catalog, p 61; HCC Student Handbook, p 62)
https://www.hccs.edu/support-services/international-students/orientation/
During the campus closures caused by the COVID-19 pandemic emergency, orientation and check-in for new students is being conducted in a virtual format. Please click on the link above for instructions on how to complete this process.

HCC Guarantee of Educational Excellence
(HCC Catalog, p 62; HCC Student Handbook, p 63)

Transfer Credit
(HCC Catalog, p 51; HCC Student Handbook, p 52)
https://www.hccs.edu/support-services/transfers/
For spring 2020, HCC has implemented temporary changes to its grading policy which allows students to choose the grading option that best suits their needs. Options chosen may impact transfer requirements to other institutions. To understand how a Passing grade (P) will impact transfer requirements to other institutions, the Transfer Office has made available information about certain schools at the above link. If a transferring institution is not listed, students should contact the institution directly. Students may also seek information from their academic advisor about transfer credit.

Career & Job Placement
(HCC Catalog, p 67; HCC Student Handbook, p 68)

Due to the COVID-19 pandemic emergency, while HCC campuses are closed, career services are currently unavailable on campus. However, students may still access information on services through the link above. Students may also contact their campus Career Center directly through this link for a list of career centers and contact information for each.