PC Loan Recall

PC Loan Recall:

If a student is no longer eligible for the PC Loan program, as stated in the Student Agreement Form, the computer will be recalled.

Eligibility is checked during the semester that the PC was awarded. If classes are dropped during that semester, recall will be initiated. Students who are no longer eligible are sent a Recall Notice via email and US mail.

Students must return the computer to the campus where they received the computer. Arrangements for return should be made with the campus IT staff.

- IT staff notify Library Central Services about the return and the condition of the PC.
- Library Central Services updates the student’s accounts and PC Loan inventory spreadsheet.

If the computer is not returned, a hold is placed on the student’s HACCWeb account.

- Students who want to register after a recall must first return the PC.

Charges for Lost, Damaged or Not Returned:

If the PC cannot be returned due to loss or damage, contact Gloria Shutter at 717-780-2543 or email gjshutte@hacc.edu to make replacement payment arrangements.

To Appeal a Recall:

To appeal a recall for medical or emergency situations contact Gloria Shutter at 717-780-2543 or email gjshutte@hacc.edu.

Documentation is required and will be attached to students Loan Agreement:

- Medical – Doctor’s note
- Fire – Insurance claim or official document from Fire Department
- Theft – Police report or Insurance claim
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To appeal a recall for academic reasons contact the HACC Counseling Services. The Counselor contacts Gloria Shutter at 717-780-2543 or email gjshuttle@hacc.edu.

COUNSELING OFFICES CONTACTS

Gettysburg Campus       Lancaster Campus       York Campus
(717) 337-3855           (717) 358-2988           (717) 718-0328 x3513

Harrisburg Campus       Lebanon Campus       Virtual Campus
(717) 780-2498           (717) 270-4222           (717) 780-2613