

Academic Advising & Counseling

For new students

General information. Orientation for part-time and full-time students.

Center for New Students and Orientation

Building C, Room C104
847.925.6208
8 a.m. - 7:00 p.m. M - R
8 a.m. - 4:30 p.m. F
Call for an appointment

For current or previous students

General academic, transfer and career program information. Support for students facing academic difficulty. Strengths based advising and counseling.

Academic Advising and Counseling Center

Building I, Room I117
847.925.6393
8 a.m. - 7:00 p.m. M - R
8 a.m. - 4:30 p.m. F
Call for an appointment

Career Center

Building A, Room A347
847.925.6220
8 a.m. - 7:00 p.m. M - R
8 a.m. - 4:30 p.m. F
Call for an appointment

Center for Multicultural Learning (CML) / Minority Student Transfer Center

Building D, Room D142
847.925.6522
8 a.m. - 7:00 p.m. M - R
8 a.m. - 4:30 p.m. F
Call for an appointment

Admissions

General information. Applications for admission. Campus Tours and Open Houses. Information on Limited Enrollment Programs.

Admissions Outreach

Building C, Room C102
847.925.6700
8 a.m. - 7:00 p.m. M - R
8 a.m. - 4:30 p.m. F

Admissions Processing

Building A, Room A137c
847.925.6203
8 a.m. - 7:00 p.m. M - R
8 a.m. - 4:30 p.m. F

Books & Supplies

Textbooks, school supplies, reference materials, best sellers, computer software and consumer electronics. Buy books online at harperstore.com; in-store pickup service offered online. Textbook rentals and eBooks available. Book buyback service offered year round.

Bookstore

Building L, Room L260
847.925.6275
7:45 a.m. - 7:00 p.m. M - R
7:45 a.m. - 4:30 p.m. F
9 a.m. - 12:00 p.m. A
(when College is in session)

Extended hours the first two weeks of the semester. Hours subject to change.

Business Office

Tuition and fee information. Pay in full for classes online and in person. Information and guidance on payment plans. (Payment plans are *only* available online through the student portal.) Drop off documentation for 3rd party payments. Refund and Direct Deposit information. IRS Form 1098-T.

Business Office

Building A, Room A214
847.925.6880 (phone)
847.925.6052 (fax)
8 a.m. - 7:00 p.m. M - R
8 a.m. - 4:30 p.m. F
businessoffice@harpercollege.edu

Career Counseling

For currently enrolled students

Career and Academic counseling. Strengths based advising. Career interest testing and resources. Job search and internship assistance. Internet-based job listings. Transfer information.

For community residents

Fee-based individual career counseling. Free career library and job listings.

Career Center

Building A, Room A347
847.925.6220 for enrolled students
847.925.6293 for community residents
8 a.m. - 7:00 p.m. M - R
8 a.m. - 4:30 p.m. F

Child Learning Center

Preschool

For children of students, staff, faculty and the community-at-large.
Ages 3 to 6 years
M/W/F or T/R
9 - 12:00 p.m. or 1 - 4:00 p.m.
Building I, Room I123
847.925.6262

Extended Preschool

For children of students, staff, faculty and the community-at-large.
Ages 3 to 6 years
Full-day and half-day childcare
Monday - Friday
7:30 a.m. - 5:30 p.m.
Building I, Room I123
847.925.6262

Computer/Internet Access

Internet access available in I223, Y203 and D131a, as well as the Library.

Computer Labs

PC/Internet, Macintosh, AutoCAD

Hawk's Nest Cyber Cafe

Building A (Student Center Lounge)

William's Web Cyber Cafe

Building L (across from Bookstore)

I Mega Lab

Building I, Room I223
847.925.6000 x2372
8 a.m. - 10:30 p.m. M - R
8 a.m. - 4:30 p.m. F
Closed Saturday; 12 - 4:00 p.m. S

Y Mega Lab

Building Y, Room Y203
847.925.6966
6:45 a.m. - 10:30 p.m. M - R
6:45 a.m. - 4:30 p.m. F
9 a.m. - 3:00 p.m. A; Closed Sunday

Disability Services

Academic support services, accommodations, advocacy and awareness for students with disabilities. These accommodations and services allow students equal access to everything that Harper has to offer. Students with disabilities are additionally supported through:

- Special sections of select courses designed to target academic growth and success throughout the college experience.
- Special sections of FYE101 with an individualized case management support structure.
- Access to the ADS Learning Lab to encourage ongoing academic support.
- Targeted instructional support for deaf and hard of hearing students.
- Access to technology in the Allstate Assistive Technology Lab.

Faculty, staff and visitors are also provided access and accommodations through ADS.

Access and Disability Services (ADS)

Building D, Room D119
847.925.6266 voice
866.327.1630 VP
8 a.m. - 7 p.m. M - R, evenings by appt.
8 a.m. - 4:30 p.m. F

ESL Students

Help with class selection, permissions, registration, and academic advising.

ESL/International Student Office

Building F, Room F340
847.925.6226
8 a.m. - 8:00 p.m. M - T
8 a.m. - 4:30 p.m. W - F

Events & Activities

- Events (open to the public)
- Clubs and organizations
- Movies, live music, poetry and comedy performances. Social and Educational programs and events.
- Building A, Student Center Lounge open while classes are in session.
- The Harbinger* campus newspaper
- Harper WHCM 88.3 FM radio station

Student Activities

Building A, Room A336
847.925.6242
8 a.m. - 7:00 p.m. M - R
8 a.m. - 4:30 p.m. F

Ticket information for concerts, performances and other campus events.

J Theatre Box Office

Building J, Room J135
847.925.6100
8 a.m. - 7:00 p.m. M - R
8 a.m. - 4:30 p.m. F

Daily Herald Box Office

Performing Arts Center, Lobby
(The Box Offices are open one hour before the start of each program.)

13 men's and women's intercollegiate athletics teams and intramural sports.

Wellness and Human Performance

Wellness and Sports Center, M219
847.925.6466
8 a.m. - 7:00 p.m. M - R
8 a.m. - 4:30 p.m. F

Financial Aid

Scholarships, grants, loans, military educational benefits and employment opportunities on campus.

Student Financial Assistance

Building C, Room C102
847.925.6248
8 a.m. - 7:00 p.m. M - R
8 a.m. - 4:30 p.m. F

GED Support

GED test preparation.

Adult Educational Development

Building F, Room F338
847.925.6223
8 a.m. - 8:30 p.m. M - W
8 a.m. - 4:30 p.m. R - F

Adult Educational Development

Northeast Center
1375 S. Wolf Road, Prospect Heights
847.925.6015
8 a.m. - 8:00 p.m. M - R
8 a.m. - 4:30 p.m. F

ID Cards

Harper IDs can be obtained at:
J Theatre Box Office
Building J, Room J135
847.925.6100
8 a.m. - 7:00 p.m. M - R
8 a.m. - 4:30 p.m. F

State ID required for processing. Open all days when classes are in session. Additional dates may be available at the beginning of each semester.

International Students

F-1 Visa (I-20).

ESL/International Student Office

Building F, Room F340
847.925.6226
8 a.m. - 4:30 p.m. M - F

Library

- One-on-one research assistance with librarians
- 24/7 virtual reference questions chat service, click on 'Ask Away'
- A diverse collection of books, e-books, DVDs, streaming videos, CDs, newspapers, journals and magazines
- Online and remote access to more than 20,000 full-text journals
- 100+ databases complimented by online instructional tutorials
- Laptop check out, 60+ Internet computers, wireless Internet access, and MS Office
- Access to more than 75 Illinois academic library collections using your Harper ID
- Access to library materials in North America and throughout the world via Interlibrary Loan
- Access and Disability study room with enhanced word processing software
- Closed caption stations for viewing DVDs and videos
- Group study rooms and quiet study areas
- Photocopiers and microfilm readers
- Legal reference collection
- Harper College archives
- Library Instruction sessions tailored to specific class needs
- Print and electronic reserve services often including textbooks

Building F, Room F260
847.925.6584
7:30 a.m. - 10:00 p.m. M - R
7:30 a.m. - 4:30 p.m. F
9 a.m. - 3:30 p.m. A
1 p.m. - 5:00 p.m. S

Hours vary during semester breaks and school holidays.

Math Lab

Building D, Room D105
847.925.6395
8 a.m. - 3:00 p.m. M - R
5 p.m. - 8:00 p.m. M - R
8 a.m. - 12:00 p.m. F

Multicultural Learning / Minority Student Transfer Center

The Center for Multicultural Learning (CML) addresses the needs of our diverse campus. CML's Minority Student Transfer Center offers the following academic support:

- General advising, success, and transfer sessions
- On-site visits from 4-year institution representatives as well as free visits to 4-year institutions
- Extra academic support to currently enrolled students of color who are in academic caution or probation (SOAP)

Looking to connect with others? CML offers four Multicultural Clubs to choose from and they all meet in the Multicultural Drop-in Center in Building D, Room D131:

- Harper Pride – Mondays at 12:00 p.m.
- Indian-Pakistani Student Association (IPSA) – Tuesdays at 1:00 p.m.
- Latinos Unidos (LU) – Wednesdays at 12:00 p.m.
- Black Student Union – Wednesdays at 2:00 p.m.

A Multicultural Drop-in Center for club meetings, checking email, doing your homework, or just hanging out. Stop in day or night.

The CML also provides Study Abroad program information.

Center for Multicultural Learning (CML) / Minority Student Transfer Center

Building D, Room D142
847.925.6522
8 a.m. - 7:00 p.m. M - R
8 a.m. - 4:30 p.m. F

Updated: August 1, 2011

Registration

Academic and transcript records. Chargeback/Joint Agreement/Out of District information. Register/add/drop classes. Transfer Evaluations. Name and Address changes. Graduation information.

Registrar's Office

Building A, Room A213
847.925.6500
8 a.m. - 7:00 p.m. M - R
8 a.m. - 4:30 p.m. F

Self-service assistance online
Registration
847.925.6000 x2245 or 847.925.6500
Building A, Room 137a
9:00 a.m. - 4:00 p.m. T & R

For extended hours, please check the website: harpercollege.edu.

Student Service Desk

Support Services for Students in relation to the Student Information System, Student Portal, Blackboard, and general questions.

Building D, Room D132
847.925.6866
8 a.m. - 10:00 p.m. M - R
8 a.m. - 4:30 p.m. F
7:30 a.m. - 1:00 p.m. A

Student Conduct & Concerns

The Student Conduct Officer oversees the process for responding to student misconduct, and is a good resource for anyone who has concerns about student behavior, including complaints by and about students. The Student Conduct Officer also coordinates the Harper Early Action Team (HEAT). You can email heat@harpercollege.edu and someone will get back to you during regular business hours regarding any concerning behaviors exhibited by individuals on campus.

Student Conduct Officer
Wellness and Sports Center,
Room M214
847.925.6483
8:30 a.m. - 4:30 p.m. M - F

Success Services for Students

Free, one hour, individual sessions are offered to Harper students in the following areas: Study Skills, Test Performance Analysis, Test Taking Tips, Time Management, Memory, Test Anxiety, Note Taking, Reading Strategies, Concentration, Math Strategies, Motivation, Learning Styles, Study Behavior Inventory, and Preparing for Finals.

Success Services
Building F, Room F332
847.925.6715
8 a.m. - 8:00 p.m. M - R
8 a.m. - 4:30 p.m. F
8 a.m. - 12:00 p.m. A

Testing

- Assessment testing in reading, writing and math
- CLEP, AP, Proficiency, ACT, GED and CIS by-pass testing information
- Distance learning testing
- NLN testing for 'Limited Enrollment' programs, CNA Certification Testing, Proctor Testing and NICET Testing.
- Group tests are scheduled in advance for NLN, CNA, and NICET.

Assessment and Testing Center

Building A, Room A148
847.925.6541
8 a.m. - 8:00 p.m. M - R
8 a.m. - 4:30 p.m. F
9 a.m. - 12:00 p.m. A

ESL Testing

Building F, Room F340
847.925.6226

Transportation

Pace Bus Company
847.364.7223

For RideShare information, check the website: pacerideshare.com.

Tutoring

Free tutoring for enrolled Harper students is available in 90 courses. Students must be enrolled in the course in which tutoring is needed or there will be a fee. Non-Harper students can receive tutoring help for a fee.

Tutoring Center

Building F, Room F315
847.925.6539
8 a.m. - 8:00 p.m. M - R
8 a.m. - 4:30 p.m. F
10 a.m. - 2:00 p.m. A

Times for individual tutoring will vary. For more information check the website: harpercollege.edu/tutoring.

Wellness Resources

Health and Psychological Services
Building A, Room A364
847.925.6268
8 a.m. - 7:00 p.m. M - R
8 a.m. - 4:30 p.m. F
Hours may vary during breaks

Free medical care for minor injuries and illnesses, smoking cessation, stress management, and referrals. Specialized services such as physicals, health screenings, immunizations, STD testing, and women's health assessment (minimal fees apply). Health education, information and wellness counseling. Please present your Harper ID card for services. Psychological services are available to students who are currently enrolled in ESL or degree credit hours. Services include brief psychotherapy, evaluation screenings, and referral. Crisis counseling is available to any Harper student.

Wellness and Human Performance

Wellness and Sports Center,
Room M219
847.925.6466
8 a.m. - 7:00 p.m. M - R
8 a.m. - 4:30 p.m. F

Fitness Center Hours:

5:30 a.m. - 8:00 p.m. M - R
5:30 a.m. - 6:00 p.m. F
8 a.m. - 2:00 p.m. A

Campus Recreation Hours:

Weight Room: 11 a.m. - 12:00 p.m.;
4 p.m. - 9:00 p.m. M/W;
11 a.m. - 1:00 p.m. T/R/F
Pool: 11 a.m. - 1:00 p.m. M - F;
7:00 - 9:00 p.m. M - W;
12 - 2:00 p.m. A
Gym: 11 a.m. - 1:00 p.m. M - F;
7 - 10:00 p.m. M - W
Call 847.925.6466 for Fitness Center membership options.

Women's Program

Support services for single parents, displaced homemakers, non-traditional career seekers, individuals with limited English proficiency, and individuals who have experienced domestic violence, who meet income guidelines. Academic/career counseling, personal support. Limited grant-supported assistance with tuition, fees and books.

Rita & John Canning Women's Program

Building A, Room A347
847.925.6558
8 a.m. - 7:00 p.m. M - R
8 a.m. - 4:30 p.m. F
Evening hours by appointment.

The Writing Center

In this writers' workshop environment, several free services are available to help Harper students succeed. They can work in the open computer lab, consult with writing specialists about their papers, and make appointments with English tutors for more private consultations on specific assignments or skill development.

Writing Center

Building F, Room F303
847.925.6000 ext. 2719
8 a.m. - 8:00 p.m. M - R
8 a.m. - 4:30 p.m. F