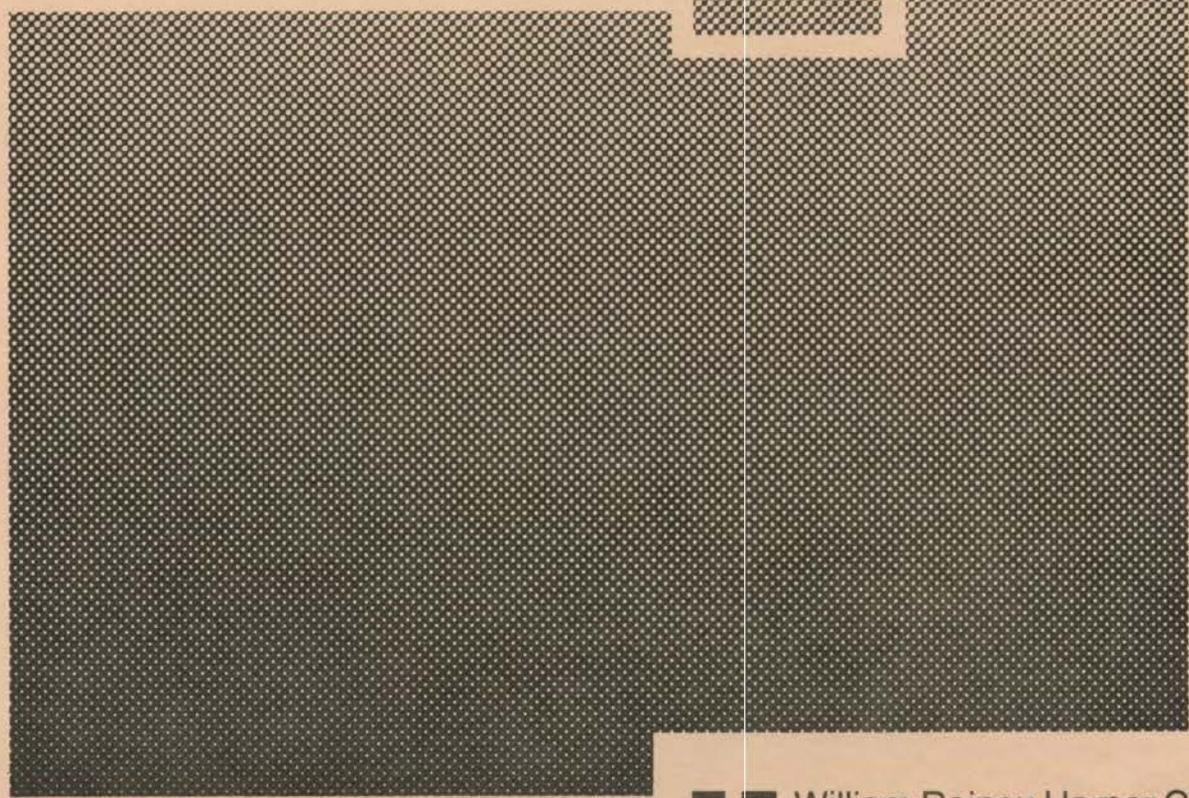


archives library

PROFILE OF HARPER COLLEGE 1980-81



 William Rainey Harper College
Algonquin and Roselle Roads
Palatine, Illinois 60067

PROFILE
OF
HARPER COLLEGE
1980-81

FOREWORD

The spirit of Harper College is reflected in its name. William Rainey Harper was a scholar, teacher, writer and administrator who devoted his life to the pursuit of excellence in education. As the first president of the University of Chicago, Dr. Harper initiated programs to bring education into the community for those who could not become resident students at a university. This concept was the basis for the establishment of the community college system and the eventual founding in 1965 of William Rainey Harper College.

In 1967, Harper College opened with an enrollment of about 1,700 students. Today the College's enrollment stands at approximately 20,000 students of all ages participating in degree credit, continuing education, and extension courses on the Harper campus or at other locations throughout the district.

Harper College makes available degree credit and credit free offerings at over 30 off-campus locations, including high schools, hospitals and public libraries.

Nearly one-sixth of the College's degree credit students attend off-campus classes, and over half of these students attend at more than one location. About one-fourth of continuing education students attend off-campus classes.

The College's records contain nearly 118,000 student records dating back to 1967 when the first classes were held. Many more area residents have come to the campus to attend forums, concerts, and cultural and athletic events.

For the many residents in the College community, Harper provides the opportunity for developing a career, obtaining the first two years of a bachelor's degree, learning new skills, retooling for career advancement or change, enriching the quality of one's life, or simply enjoying the discovery of new knowledge. In meeting the varied and changing educational needs of district residents, Harper College continues to be a dynamic institution, a community college in the truest sense of the term.

HARPER COLLEGE PROFILE 1980-81 ACADEMIC YEARLOCATION:

Algonquin and Roselle Roads
Palatine, Illinois 60067

TELEPHONE NUMBERS:

General Information: (312) 397-3000
Admissions: (312) 397-3000, extension 500

SERVING THE COMMUNITIES OF:

Arlington Heights
Barrington
Barrington Hills
Buffalo Grove*
Carpentersville*
Deer Park*
Des Plaines*
Elk Grove Village
Fox River Grove
Hanover Park*
Hoffman Estates

Inverness
Lake Barrington
Mount Prospect
North Barrington
Palatine
Prospect Heights
Rolling Meadows
Roselle*
Schaumburg
South Barrington
Tower Lakes
Wheeling

*Portions of these communities are included in the district.

TOTAL DISTRICT POPULATION

473,000

MISSION STATEMENT

The mission of William Rainey Harper College, as part of the system of public community colleges of Illinois, is to provide a comprehensive program of postsecondary education services for residents of its district as well as certain specialized educational programs and services in cooperation with other nearby community colleges. Programs and services offered are those that best meet the needs of the community and simultaneously enable each student maximum opportunity to learn and develop. The College offers innovative and creative programs and services to as many residents as possible while attempting to maintain the highest quality permitted by available resources. These programs and services are provided at a reasonable cost to students, district taxpayers, and the State of Illinois. Each student is welcomed without discrimination and encouraged to seek and consider every idea and opportunity available that will contribute toward setting realistic individual goals and achieving those goals through successful educational experiences.

BOARD OF TRUSTEES (1980-81)

Brian M. Barch, Chairman	Arlington Heights
Joan M. Klussmann, Vice Chairman	Arlington Heights
Janet W. Bone, Secretary	Palatine
Shirley A. Munson	Palatine
David R. Tomchek	Barrington
George F. Dasher	Palatine
Ray V. Mills	Palatine
John R. Malkowski, Student Trustee	Mount Prospect

GENERAL ADMINISTRATION

James J. McGrath, President
 David L. Williams, Vice President of Academic Affairs
 James D. Perry, Vice President of Administrative Services
 Donn B. Stansbury, Vice President of Student Affairs
 John A. Lucas, Director of Planning and Research
 Elaine N. Stoermer, Director of College Relations

ACADEMIC AFFAIRS

Charles T. Harrington, Dean of Instruction
 George H. Voegel, Dean of Educational Services
 Patricia G. Bourke, Associate Dean of Life Science and Human Services
 George C. Dorner, Associate Dean of Technology, Mathematics, and Physical Science
 Larry S. King, Acting Associate Dean of Business and Social Science
 Martin J. Ryan, Associate Dean of Communications, Humanities, and Fine Arts
 John A. Gelch, Associate Dean of Physical Education, Athletics and Recreation
 William R. Howard, Director of Continuing Education and Program Services
 Alfred A. Dunikoski, Director of Media Services
 Ambrose Easterly, Director of Library Services
 Jean E. Lytle, Director of Nursing

ADMINISTRATIVE SERVICES

Anton T. Dolejs, Director of Finance
 Arthur L. Bowers, Director of Computer Services
 Donald M. Mistic, Director of Physical Plant
 John A. Neuhaus, Director of Personnel
 Betty L. Lewis, Acting Director of Food Service

STUDENT AFFAIRS

Steven J. Catlin, Director of Admissions and Registrar
 Elizabeth R. McKay, Director of Environmental Health
 Jeanne A. Pankanin, Director of Student Activities
 Anne F. Rodgers, Director of Student Development
 Fred A. Vaisvil, Director of Public Information

(See Organization Charts, Appendix A)

HARPER COLLEGE STAFF ORGANIZATIONS

Faculty Senate

Karen Keres, President
Wallace Davis, Vice President
Vera Murchison Davis, Secretary
Roy Steffens, Treasurer

Classified Employees Council

Frank Firak, Chairman
Sandra Manner, Vice Chairman
Jan Langdon, Secretary

Representatives

Polly Brandt	Vicki Rowe
Suzan Dabisch	Rena Trevor
Bill Neumann	Audree Walsh

ACADEMIC AREAS

DEPARTMENT/DISCIPLINE

Business and Social Science

Accounting
Anthropology
Banking, Finance and Credit
Data Processing
Economics
Education
Food Service Management
Geography
History
Journalism
Legal Technology
Management
Marketing
Material Management
Political Science
Psychology
Real Estate
Secretarial Science
Sociology

Communications, Humanities and Fine Arts

Art
English
Fashion Design
Fine Arts
French
German
Humanities
Interior Design
Literature
Music
Philosophy
Reading
Spanish
Speech

Life Science and Human Services

Biology
Child Development
Criminal Justice
Dental Hygiene
Dietetic Technician
Health Science
Nursing
Operating Room Technician
Park and Grounds Management/Horticulture

Technology, Mathematics and Physical Science

Architectural Technology
Astronomy
Building Codes and Enforcement
Chemistry
Electronics Technology
Engineering
Fire Science Technology
Geology
Mathematics
Mechanical Engineering Technology
Numerical Control
Physical Science
Physics
Refrigeration and Air Conditioning

Physical Education, Athletics and Recreation

Physical Education
Recreation

Special Services

Adult Basic Education
Handicapped Services
Learning Skills Laboratory
Tutoring

Continuing Education and Program Services

Center for Material Management Education
Center for Real Estate Education
Community Development Education Center
Community Program (general studies and
non-credit courses)
Health Care Program
Institute for Management Development
Women's Program

CAREER PROGRAMS

Harper College offers the following career/vocational programs. Both associate degree and certificate programs are offered in many of the subject areas.

- Accounting Aide
- Accounting Clerk
- Accounting - Payroll
- Agricultural Marketing - Commodity Futures*
- Architectural Technology
- Baking
- Banking, Finance and Credit
 - Banking option
 - Savings & Loan option
- Brokers License Certification
- Building Codes and Enforcement
- Business Machine Repair Technology*
- Certified Professional Secretary
- Child Development
- Clerical
- Clerk-Typist
- Cooking
- Criminal Justice
- Data Processing - Clerical
- Data Processing - Computer Operator
- Data Processing Technology
- Dental Assisting*
- Dental Hygiene
- Dental Laboratory Technology*
- Dietetic Technician
- Digital Electronics and Microprocessor Technology
- Electronics Technology
- Executive Secretarial Development
- Fashion Design
 - Design
 - Merchandising option
- Fire Science Technology
- Food Service Management
- General Office Assistant
- Heating Service
- Horticulture
- Industrial and Retail Security
- Industrial Sales Management and Development
- Interior Design
- Journalism
- Legal Secretary
- Legal Technology
- Library Technical Assistant*

*These programs are offered through cooperative agreements with other community colleges.

CAREER PROGRAMS (continued)

Machinist
Marketing Mid-Management
 General Marketing option
 Supermarket Management option
Material Management
Mechanical Drafting
 Mechanical Engineering option
 Production Engineering option
Medical Office Assistant
Medical Record Technology*
Medical Transcriptionist
Numerical Control Technician
Nursing
Operating Room Technician
Park and Grounds Operation Management
Physical Therapist Assistant*
Plant Maintenance*
Production Welding
Public Administration
Real Estate
Refrigeration and Air Conditioning
Refrigeration Service
Residential Comfort Systems
Respiratory Care*
Retail Merchandising
Stenographer
Supervisory and Administrative Management
Vending Machine Repair
Word Processing
Word Processing Operator
X-Ray Technology*

*These programs are offered through cooperative agreements with other community colleges.

TRANSFER PROGRAMS

Art
Business Administration
Engineering
Health Education
Liberal Arts
Music
Physical Education
Recreation
Science and Mathematics

ENROLLMENTCOMPARISON OF 1979 AND 1980 FALL ENROLLMENTS BY DIVISION

<u>Division or Organizational Unit</u>	<u>FTE 1979</u>	<u>FTE 1980</u>
Business and Social Science	2777.9	3033.8
Technology, Math and Physical Science	1270.9	1432.0
Communications, Humanities and Fine Arts	1660.3	1795.4
Life Science and Human Services	890.6	917.4
Physical Education, Athletics and Recreation	111.5	58.7
Special Services	462.8	500.1
Continuing Education, High School Cooperatives, University Extension	446.1	460.5
Women's Program	71.9	65.2

STUDENT-FACULTY RATIO

<u>Credit FTE Students</u>	<u>FTE Faculty</u>	<u>Ratio</u>
1979 7278	316	23.1
1980 7931	335	23.7

ENROLLMENT BY MAJOR AREA OF STUDY

	<u>Transfer</u>		<u>Career</u>	
	<u>1979</u>	<u>1980</u>	<u>1979</u>	<u>1980</u>
Business and Social Science	1762	1976	3343	3316
Technology, Math and Physical Science	603	736	866	901
Communications, Humanities and Fine Arts	3584	4241	401	371
Life Science and Human Services	98	101	1368	1406
Physical Education, Athletics and Recreation	58	93		
Special Services	0	0	0	0
Continuing Education, High School Cooperatives, University Extension	0	0	0	0
Women's Programs	0	0	0	0

FACULTY
FALL 1980

NUMBER OF FACULTY BY DIVISION

	<u>Courses</u>	<u>Full-Time Faculty</u>	<u>Full-Time Equivalent Part-Time Faculty</u>
Business and Social Science	217	46	47.7
Communications, Humanities and Fine Arts	168	43	18.6
Continuing Education and Program Services	All part-time faculty equivalent to 33 full-time		
Life Science and Human Services	129	36	23.5
Physical Education Athletics and Recreation	40	5	3
Special Services	34	8	23
Student Development		15*	
Technology, Mathematics and Physical Science	142	<u>31</u>	<u>29</u>
TOTAL		184	144.8

DEGREES OF FULL-TIME FACULTY BY DIVISION

<u>Division</u>	<u>Master's Degree</u>	<u>Doctorate</u>
Business and Social Science	29	5
Communications, Humanities and Fine Arts	28	11
Library Services	5	
Life Science and Human Services	22	6
Physical Education, Athletics and Recreation	6	
Student Development	9	7
Technology, Mathematics and Physical Science	28	4
Special Services	6	1

*Includes one Admissions Counselor

FACTS ABOUT HARPER STUDENTS

Did you know that . . .

- * The average age of Harper students is 27?
- * Fifty-five percent of the students are women?
- * Sixty-one percent of Harper students work full time while attending Harper?
- * Nine percent of Harper students have a bachelor's degree or higher--in continuing education, 35 percent have already achieved a bachelor's degree or higher?
- * Palatine Township shows the highest percentage of population enrolled in traditional credit programs while the Barrington area provides the highest percentage of population for continuing education offerings?
- * Two-thirds of Harper's career students become employed full time upon leaving Harper?
- * One-third of Harper students transfer to another college?
- * One out of every six career students will complete a degree within three years?
- * The average salary of Harper alumni who work full time is about \$11,700, which is higher than the salary earned by alumni in other community colleges throughout Illinois?
- * Fifty percent of former Harper career students now working are very satisfied with their jobs?
- * Three-fourths of the jobs they hold are closely related to their major field at Harper?
- * More than fifty percent of Harper career students are working within the district, and another ten percent are working close to the Chicago Loop?

STUDENT CLUBS AND ORGANIZATIONS

Student Senate
College Center Program Board
WHCM Radio
The Harbinger, Student Newspaper
Association of Legal Students
Astronomy Club
Ba'hai Club
Catholic Campus Ministry
Cheerleaders
Circle K
Data Processing Club
Engineering Club
Geology Club
Junior American Dental Hygienists Association
Junior Branch of the Food Service Executives Association
Future Secretaries Association
Harper's Bizarre (Fashion Design)
Illinois Association of the Deaf
International Students
Operating Room Technicians Club
Phi Theta Kappa (Honorary Scholastic Society)
Physical Education Majors Club
Pi Theta Epsilon (Law Enforcement)
Political Science Club
Pom Pon Squad
Seekers
Solar Energy and Alternate Resources Club (S.E.A.R.C.H.)
Sophomore Nurses Club
Spread Eagle Ski Club
Student Nurses Association of Illinois
Video Production Club

HARPER COLLEGE BUDGET

I. The Budget Process

The budget is more than a statistical tabulation of numbers that show anticipated revenue and expenditures. It is the financial interpretation of the ongoing educational program for one year beginning July 1 and ending June 30.

Budget planning is a continuous process designed to culminate in the development of a budget that accurately expresses the district's educational program for one year.

Evaluation of the budget at the end of a fiscal year must include an appraisal of the educational program and the total operation of the College.

II. The budgetary cycle consists of the preparation, implementation, and evaluation of the budget. This cycle can be outlined as follows:

- A. Preparation
A cost center function
- B. Presentation
An administrative function
- C. Adoption and Authorization
A Board of Trustees function
- D. Administration and Implementation
A cost center and administrative function
- E. Evaluation
A combined administrative and Board of Trustees function

The budget cycle for Harper College is as follows:

- A. July - Actual results of prior year are determined through normal accounting procedures.
- B. August - Fund balance residuals from prior year become available.

- C. September - October - Preliminary revenue and expenditure estimates are started. (Actual figures for revenue and expenditures may vary from these estimates, depending on the assessed valuation that will be announced in June and the number of new students who actually attend the College in the next September.)
- D. October - November - An enrollment study for the following year is completed.
- E. December - Overall revenue and expenditure estimates are completed.

Budget requests are sent to deans, associate deans, and other cost center managers.
- F. December - January - Budget requests from cost centers are received and tabulated.
- G. January - February - The tentative budget is presented to Board of Trustees for review and evaluation.
- H. March - April - Budget revenue and expenditure figures are finalized; any necessary adjustments to the tentative budget are discussed.
- I. May - June - The revised budget is presented to Board of Trustees for approval; The Legal Budget is posted.
- J. June - The assessed valuation is normally announced by the county clerk during June.
- K. June - July - The public hearing on the Legal Budget is held.

The Board of Trustees approves and adopts budget.

Tax levy documents are filed.
- L. July - The Budget is in force for the new fiscal year.

The budget cycle begins for the following year.

Below is a summary of the 1980-81 Program Budget:

EDUCATIONAL FUND	\$12,790,860	
BUILDING AND MAINTENANCE FUND	<u>3,512,920</u>	
TOTAL OPERATING FUND		<u>\$16,303,780</u>
AUXILIARY ENTERPRISES		\$ 2,858,100
BOND AND INTEREST FUND		\$ 1,706,300

Refer to the College Program Budget Book for complete information on the 1980-81 budget.

FUNDING FOR HARPER COLLEGE

Harper College revenue comes from several sources:

1. Student Tuition: For 1980-81, Harper College will obtain 26.7 percent of its income from student tuition. Resident tuition is \$19.00 per semester hour.
2. Local Taxes: Harper College will obtain 29.9 percent of its income from real estate taxes. The present tax rate is 11¢ for the Educational Fund per \$100 of equalized assessed valuation. An additional 4¢ per \$100 of equalized valuation is obtained for the Building and Maintenance Fund.

State Grants: Harper College will obtain 29.7 percent of its income from state aid. (The state funding formula is explained in the next section.)

In addition, 2.1 percent will be obtained from the Board of Vocational Education and Rehabilitation, and .7 percent from various state grants to support Adult Basic Education.

4. Others
 - a. Chargebacks: Harper College will obtain 1.0 percent of its income from chargebacks to those areas outside the Harper district that do not have community colleges.
 - b. Student fees: 2.1 percent of the income will be obtained from Laboratory and other fees.
 - c. Miscellaneous: 7.8 percent of the income will be obtained from miscellaneous sources such as interest on investments, sales and service fees, and excess revenue.

The State Funding Formula

The funding formula is the method used to channel state money to the individual schools. The formula is cost-based and the money is distributed on the basis of enrolled students. The formula determines how much is needed to operate all the colleges for a year. The resource requirements are determined by using the actual enrollment from the past fiscal year, the

latest unit cost (how much it cost per student last year) and an adjustment for inflation in the areas of salaries, utilities, library materials and general costs plus other identified special needs.

Then all local tax revenue is subtracted, all local tuition revenue is subtracted and the state appropriation is supposed to be the amount remaining.

The bulk of this money is distributed through credit hour grants.

A certain amount of money is paid for each credit hour generated by all students. If the student is in a program that is costly to conduct, such as a health-related program, the College gets more money per credit hour than if the student is in a low cost program such as an English course.

State money is distributed through credit hour grants in seven instructional categories. The College also receives money for grants to fund programs for disadvantaged students on a credit hour basis.

Equalization grants are intended to assist districts where the equalized assessed valuation per student does not meet a state-wide standard. The theory is that all students are entitled to a certain level of educational services whether they live in a poor district or a district with adequate assessed valuation.*

The chart in Appendix B shows how the funding formula works.

*Excerpted from A Handbook for New Community College Trustees, published by Illinois Community College Trustees Association.

CAMPUS BUILDING HISTORY

<u>Buildings</u>	<u>Acceptance Dates</u>	<u>Value</u>	<u>Gross Square Feet</u>
A	1969	\$ 9,200,000	131,672
B	1969	1,500,000	13,740
C	1969	1,700,000	23,868
D	1969	8,100,000	116,123
(D Addition accepted 1974)			
E	1969	1,000,000	14,040
F	1969	7,100,000	101,970
G	1977	1,900,000	27,093
H	1977	3,800,000	54,907
I	1980	3,700,000	53,189
J	1980	2,700,000	38,788
M	1980	6,800,000	97,100
P	1974	1,900,000	26,799
T	1973	191,711	6,000
U	1974	208,041	6,000
V	1975	<u>202,200</u>	<u>9,000</u>
<u>(Includes Greenhouse)</u>			
Total: 16		\$50,001,952	720,289

*Replacement cost estimate

ILLINOIS COMMUNITY COLLEGES

Coming of Age in the 80s

- * 500,000 Illinois students are served annually by community colleges
- * 39 Districts, 51 campuses, 37 locally-elected boards
- * 95% students reside locally
- * 75% work while attending--living, voting and participating in the life of their communities

Community College Students

- * Over 60% of all students enrolled in public higher education attend community colleges.

One out of 25 adult-age Illinois citizens is enrolled in credit courses at a community college.

Student age ranges from 17 to over 70 with 50% over the age of 25.

- * 95% of occupational/career graduates obtained jobs in Illinois.

67% obtain jobs in local districts.

Job placement ratio for occupational graduates better than state average for college age individuals.

- * Community colleges enroll a substantial number of minority students.

Community College Programs

- * Community colleges are teaching rather than research institutions.

Faculty emphasis is on classroom instruction.

Degreed faculty and acknowledged technical experts teach students.

- * Quality programs are offered at a very reasonable cost.

Tuition and fees are considerably less than those at 4-year public and private colleges or the for-profit technical trade schools.

- * Career education provides job entry training and retraining.

Two-year degrees are offered and also certificate programs ranging from several weeks of concentration to one year.

Flexibility also allows students to take specific occupational courses without a degree requirement.

Community College Programs (Continued)

- * General studies provides lifelong learning opportunities with specialized courses, seminars, and workshops.

Students may upgrade present job skills or explore new career opportunities.

Open admission policy at Harper means the College will accept any potential student and address deficiencies in learning skills through remedial, developmental and adult basic education.

Personal development, household and consumer skills courses are offered.

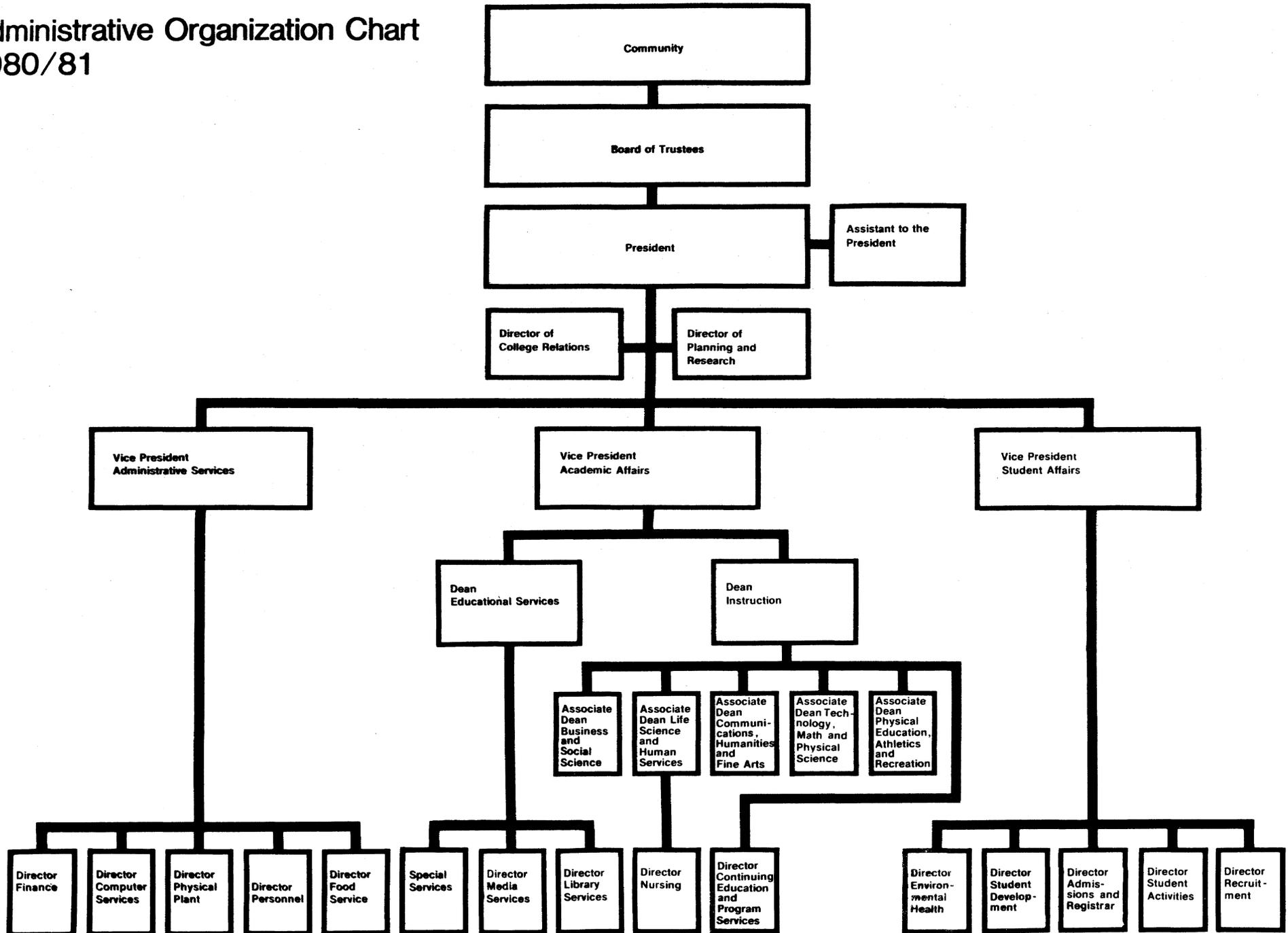
Community Education, non-credit courses which receive no state funds focus on activities designed to meet the leisure, recreational interests of individuals.

APPENDIX

APPENDIX A
ORGANIZATION CHARTS
1980-81

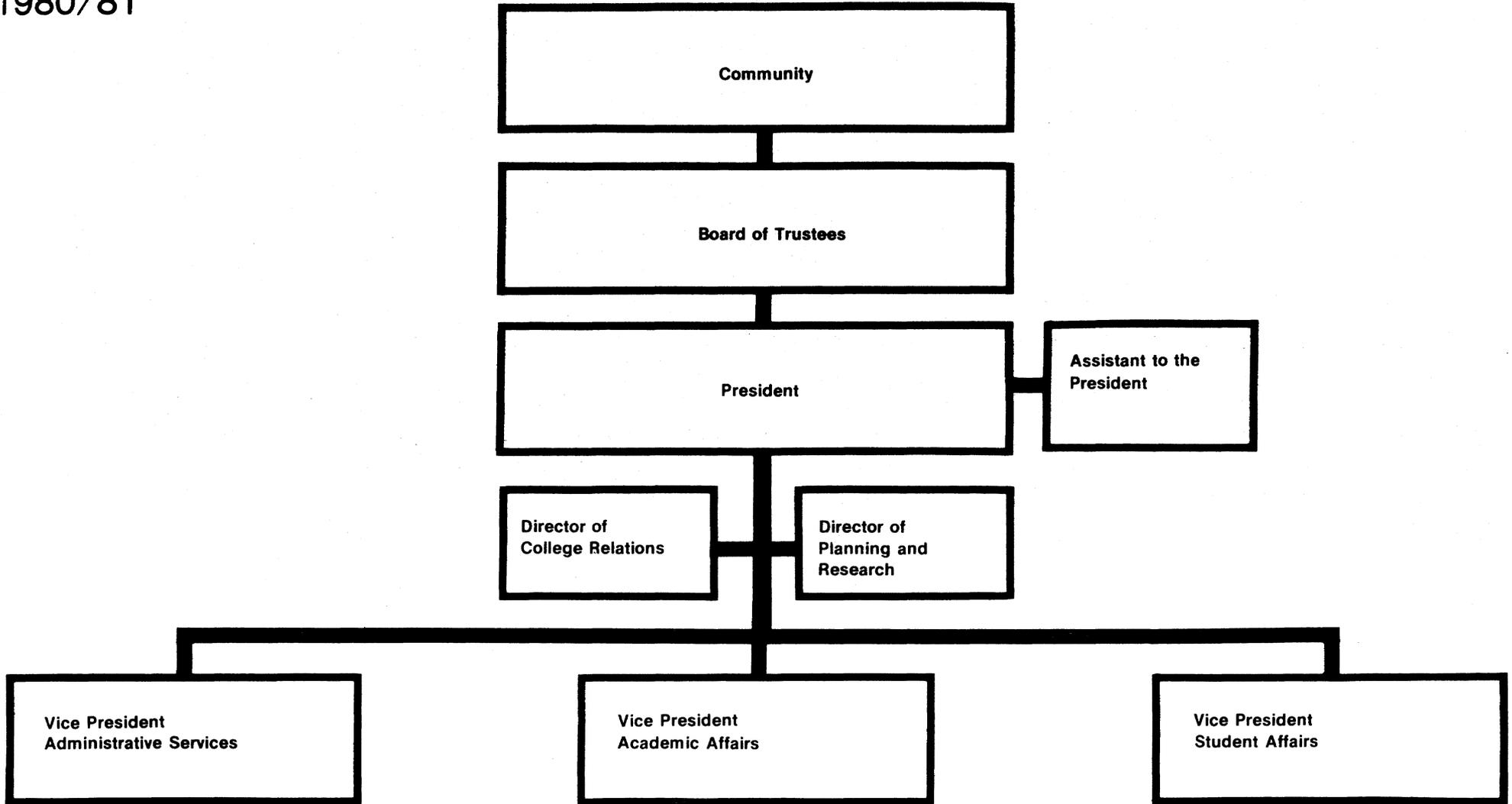
 **William Rainey Harper College**

**Administrative Organization Chart
1980/81**



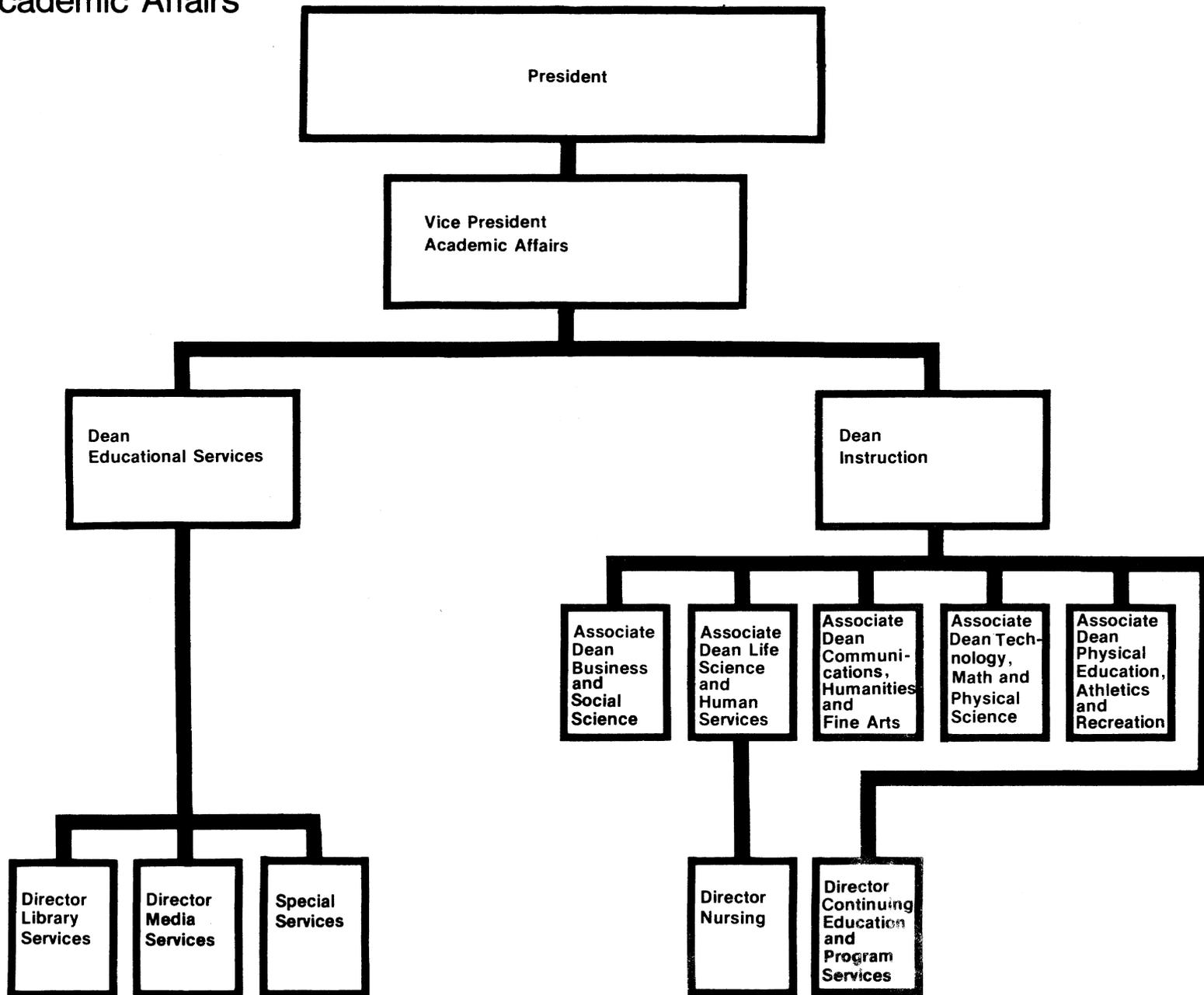
 **William Rainey Harper College**

Organization Chart
President's Office
1980/81



 **William Rainey Harper College**

Organization Chart
Office of Academic Affairs
1980/81

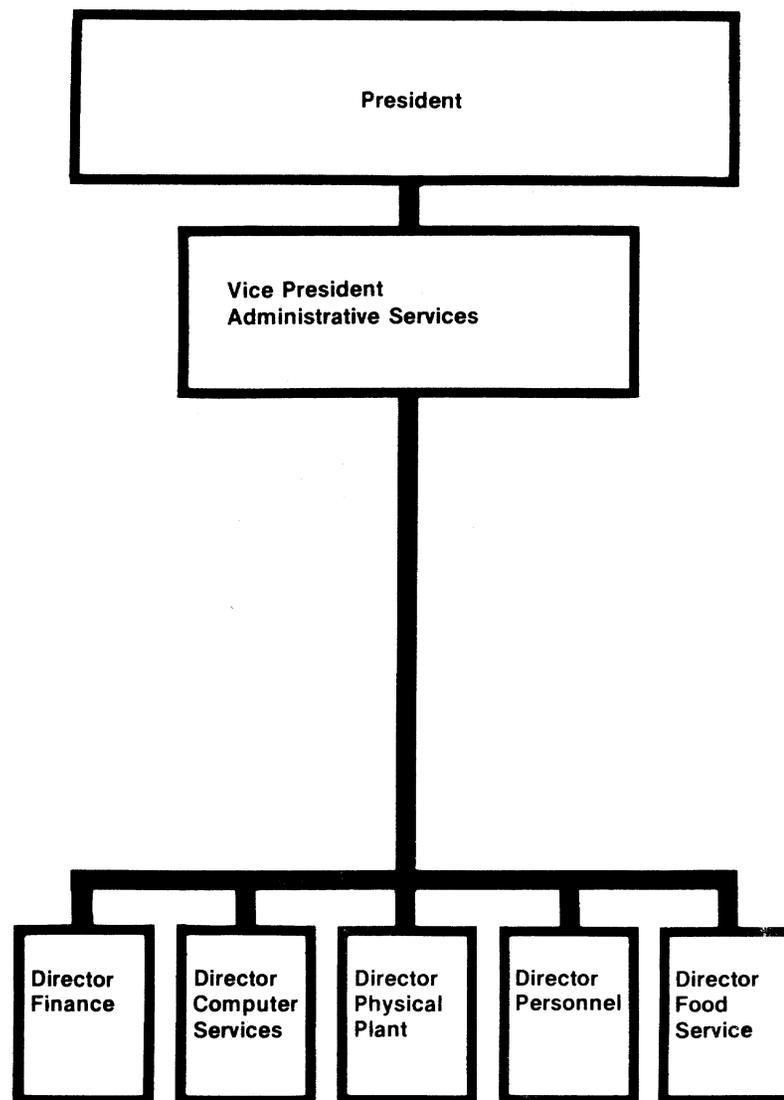


 **William Rainey Harper College**

Organization Chart

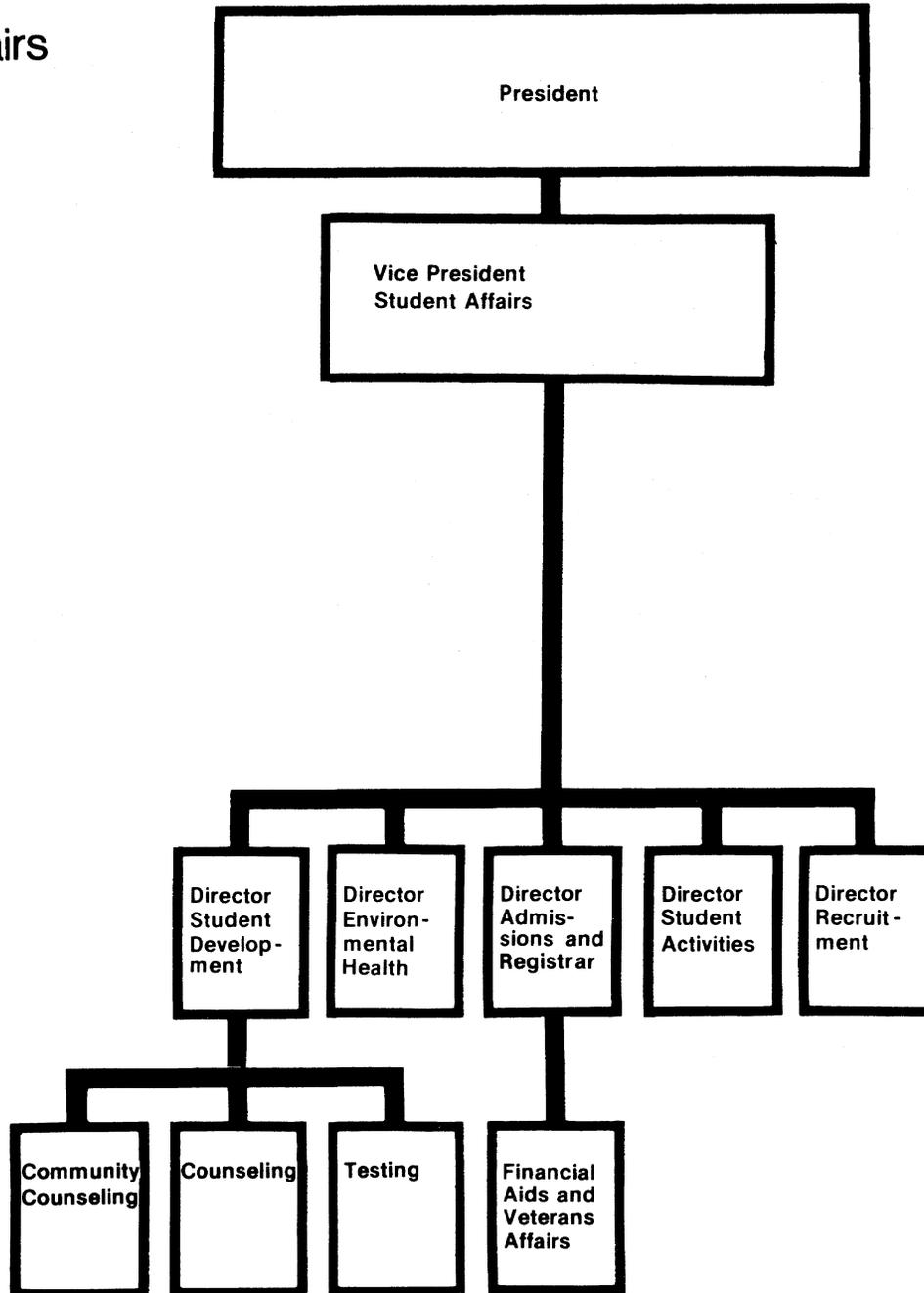
Office of Administrative Services

1980/81



 **William Rainey Harper College**

Organization Chart
Office of Student Affairs
1980/81



HARPER COLLEGE

Services and Information Directory

ACADEMIC REGULATIONS

Dean of Instruction
D129, Ext. 290

COLLEGE NEWSPAPER HARBINGER

A367, Ext. 460, 461

CONTINUING EDUCATION NON-CREDIT COURSES

Office of Admissions & Registrar
C101, Ext. 410, 412

CREDITS OR GRADUATION REQUIREMENTS

Office of Admissions & Registrar
A210, Ext. 505 & College Counselor

DROPPING AND ADDING COURSES

A College counselor in Counseling Center, A347, or in Divisional Offices, & Office of Admissions & Registrar
A213, Ext. 500

FULL OR PART-TIME WORK

Placement & Career Development Center
F132, Illinois Job Service, 397-4509

GRADE REPORTS

Office of Admissions & Registrar
A213, Ext. 500

HANDICAPPED SERVICES

Health Services
A362, Ext. 340

HEALTH SERVICES

A362, Ext 340

HEARING IMPAIRED PROGRAM SUPPORT SERVICES

A147, Voice - Ext. 267
TTY - 397-7600

INTERCOLLEGIATE ATHLETICS

Coordinator, Women's Athletics
M214, Ext 484
Coordinator, Men's Athletics
M215, Ext 485

INTRAMURALS

Coordinator
M224, Ext. 451

LOST AND FOUND ITEMS

Public Safety Office
B101, Ext. 211, 330

PAYMENT OF TUITION AND FEES

Business Office
A214, Ext. 439, 497

PERMISSION TO CARRY MORE THAN 19 HOURS

Dean of Instruction
D129, Ext. 290

PERSONAL PROBLEMS

A College Counselor in Counseling Center A347, or in Division Offices, & Health Services, A362

PROGRAM BOARD

Student Activities Office
A336, Ext. 274, 242

PUBLIC SAFETY AND PARKING

Public Safety Office
B101, Ext. 211, 330
Medical Parking Permits
Health Services, A362, Ext. 340

SCHOLARSHIPS, LOANS OR OTHER FINANCIAL AIDS

Financial Aids Office
A364, Ext. 248, 249

STUDENT ACTIVITIES REGISTRATION AND ACTIVITIES CALENDAR

Student Activities Office
A336, Ext. 243

STUDENT ACTIVITY CARDS

Business Office
A214, Ext. 439, 497

STUDENT CLUBS AND ORGANIZATIONS

Student Activities Office
A336, Ext. 242

Services and Information Directory (cont'd)

STUDENT GOVERNMENT

Student Senate Office A332, Ext. 244 or
Student Activities Office A336, Ext. 243

STUDENT HANDBOOK

Student Activities Office A336, Ext. 243

TRANSCRIPT OF YOUR CREDITS

Office of Admissions & Registrar
A210, Ext. 500

TRANSFER TO ANOTHER COLLEGE

A College counselor in Counseling Center or
Office of Admissions & Registrar
A210, Ext. 505

TUITION REFUND

Office of Admissions & Registrar
A213, Ext. 500
Medical Reasons
Health Services, A362, Ext. 340

TUITION REFUNDS, PAYMENT TO STUDENTS

Business Office, A214, Ext. 439, 497

VETERANS AFFAIRS OFFICE

A364, Ext. 254, 387

VOCATION OR JOB SELECTION

A College counselor in Counseling Center,
A347, or in Divisional Offices, or
Placement Office, F132, Ext. 247

WITHDRAWAL FROM COLLEGE

A College counselor in Counseling Center,
A347, or in Divisional Offices,
& Office of Admissions & Registrar
A213, Ext. 500
Medical Withdrawal
Health Services, A362, Ext. 340

MAIL CODES

<u>CODE</u>	<u>DEPARTMENT</u>	<u>CODE</u>	<u>DEPARTMENT</u>
ACA AFF.....	Academic Affairs	MAIL CTR.....	Mail Center
ACCOUNT.....	Accounting & Systems	MEDIA SER.....	Media Services
ADM SER.....	Administrative Services	NURSING.....	Nursing Program
ADM OFF-A.....	Admissions Office, Building A	PERSONL.....	Personnel
ADM OFF-C.....	Admissions Office, Building C	P E A R.....	Physical Education, Athletics & Recreation
BKSTORE.....	Bookstore	PHY PLT.....	Physical Plant
BUS/S S.....	Business & Social Science Division	PLG RES.....	Planning & Research
COL REL.....	College Relations	PR & BD.....	President & Board of Trustees
C H/F A.....	Communications, Humanities & Fine Arts Division	PRINT SHOP.....	Print Shop
DPR CTR.....	Computer Services	PUB INFO.....	Public Information
C E/P S.....	Continuing Education & Program Services	PUB SAF.....	Public Safety
DN/INSTR.....	Dean of Instruction	PURCHAS.....	Purchasing
DEN HYG.....	Dental Hygiene	SP SERV.....	Special Services
EDU SER.....	Educational Services	STU ACT.....	Student Activities
FINANCE.....	Finance	STU AFF.....	Student Affairs
F A/V A.....	Financial Aids	STU DEV.....	Student Development
FD SERV.....	Food Services	SWITCHBD.....	Switchboard
HLTH SER.....	Health Services	T M/P S.....	Technology, Mathematics & Physical Science Division
HRG IMP.....	Hearing Impaired	F A/V A.....	Veterans Affairs
INF BTH.....	Information Booth	WD PROC.....	Word Processing Center
INS COM.....	Institutional Communications	WOM PRG.....	Women's Program
LIB SER.....	Library Services		
L S/H S.....	Life Science & Human Services Division	<u>SATELLITES</u>	
		BARR H S.....	Barrington High School
		HAWTHORNE.....	Nathaniel Hawthorne School

CAMPUS DIRECTORY

BUILDING A, COLLEGE CENTER

Admissions and Business
Offices
Student Services
Bookstore
Board Room
Cafeteria

BUILDING B, PUBLIC SAFETY,
POWER PLANT, RECEIVINGBUILDING C, ART, CONTINUING
EDUCATION OFFICES

BUILDING D, SCIENCE

Life Science and Human Services
Division Office
Dental Hygiene Clinic

BUILDING E, LECTURE-DEMONSTRATION
CENTERBUILDING F, LEARNING RESOURCES
CENTER

Special Services Division Office
Communications, Humanities, and
Fine Arts Division Office
Library

BUILDING G, VOCATIONAL TECHNOLOGY
SHOPS AND LABORATORIESBUILDING H, VOCATIONAL TECHNOLOGY
SHOPS AND LABORATORIES

Technology, Mathematics and
Physical Science Division Office

BUILDING I, BUSINESS, SOCIAL
SCIENCE, AND VOCATIONAL EDUCATION

Child Learning Center

BUILDING J, BUSINESS, SOCIAL
SCIENCE, AND VOCATIONAL EDUCATION

Business and Social Science
Division Office

BUILDING M, PHYSICAL EDUCATION,
ATHLETICS, AND RECREATION

Physical Education, Athletics
and Recreation Division Office

BUILDING P, MUSIC

BUILDING T, PARK MANAGEMENT,
CERAMICS

BUILDING U, STORAGE

BUILDING V, ROADS AND GROUNDS,
PARK MANAGEMENT, GREENHOUSE

Campus Map

