

PROFILE
OF
HARPER
COLLEGE
1981-82



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

OFFICE OF THE PRESIDENT
WILLIAM RAINEY HARPER COLLEGE
ALGONQUIN & ROSELLE ROADS
PALATINE, ILLINOIS 60067

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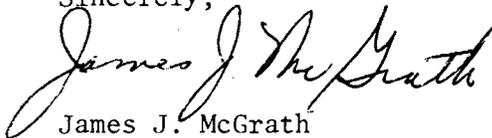
Dear Member of the Harper Community:

The Profile is designed to acquaint you with Harper College. If you have recently joined the College, we wish to welcome you and introduce you to Harper. If you have been with the College for some time, you may find it helpful to have current facts about Harper at hand.

The College is known as one of the finest two-year colleges in the country, and serves as a major educational, cultural and social resource in the northwest suburbs. The Profile gives information on the academic program, number of faculty and staff, financial operations, facilities, and many other areas that relate to Harper College.

We hope this publication will provide you with essential facts about the College, both for your own information and to help you in responding to questions others may ask about Harper College.

Sincerely,



James J. McGrath
President

PROFILE
OF
HARPER COLLEGE
1981-82

FOREWORD

William Rainey Harper College is a two-year public community college founded in 1965. The College offers the associate degree in the arts and sciences and in 60 career areas. In addition, there are more than 15 one-year certificate programs which prepare men and women of all ages for immediate employment. There are numerous other programs and services such as continuing education, business management seminars, cultural affairs, women's studies, support services for hearing impaired students, and community counseling services.

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 in the United States and the eventual founding 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 22,400 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 many off-campus locations, including high schools, hospitals and public libraries.

The College's records contain approximately 160,000 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.

ILLINOIS COMMUNITY COLLEGES*

THE SYSTEM

Although the first public junior college in Illinois was established in Joliet in 1901, the Illinois Public Junior College Act was not passed until 1965. The Act was an outgrowth of the 1964 Master Plan published by the Illinois Board of Higher Education. This legislation, with subsequent amendments, is the basis for the present system of public community college districts in Illinois.

There are 39 public community college districts and 52 community colleges. Of those 39 districts, 37 have locally-elected boards of trustees, 1 (Chicago) has a locally-appointed board of trustees, and 1 (East St. Louis) has a local board of trustees appointed by the Governor. Thirty-five of the districts have a single college, although a few have branch campuses and most have extension centers. Four districts are multi-college, with Chicago having 9 colleges, Illinois Eastern having 4 colleges, and Black Hawk and DuPage each having 2 colleges. With the exception of State Community College of East St. Louis, each district has separate local tax rates to provide local support for district operations. The 39 districts now include in excess of 95 percent of the State's population and cover more than 90 percent of the territory in the State.

THE MISSION

The Illinois Community College Board recognizes that the following educational programs and services should be included among the basic purposes and functions of a comprehensive public community college:

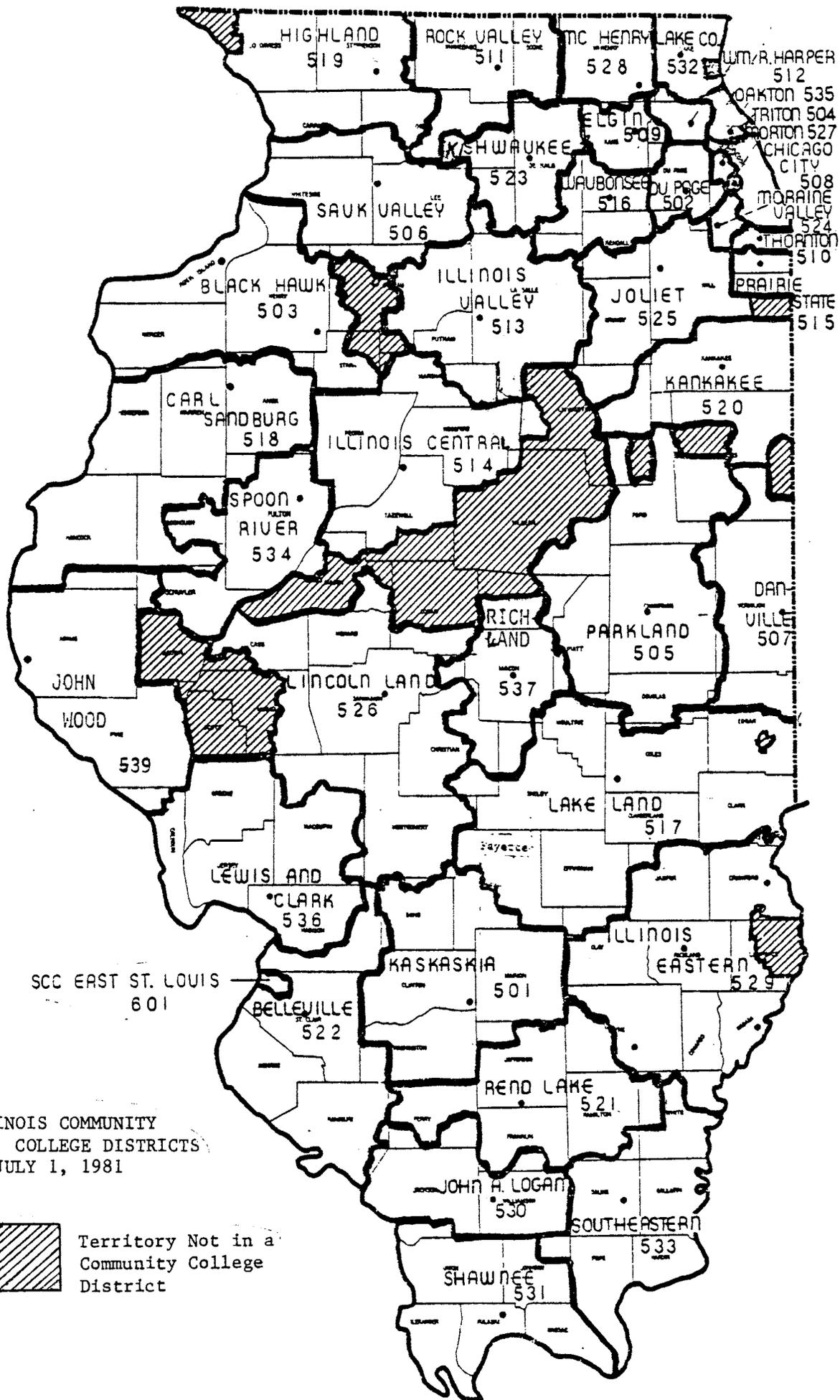
- Provide the first two years of baccalaureate education consisting of liberal arts, sciences and preprofessional fields designed to prepare students for transfer to four-year colleges and universities and/or designed to meet individual educational goals.
- Provide career education, including occupational, vocational, technical, and semi-technical fields designed to provide job training, retraining, and/or upgrading of skills to meet individual, local and State manpower needs.
- Provide general studies, including preparatory or developmental instruction, adult basic education, and general education designed to meet individual educational goals.
- Provide community education, including noncredit adult continuing education classes, designed to meet individual educational goals.
- Provide public service activities of an educational nature which may include workshops, seminars, forums, cultural enrichment, community surveys, facility usage, and studies designed to meet community service needs.

- Provide student services designed to reflect the programmatic development and direction of the institution, including but not limited to admissions, counseling, testing, tutoring, placement, and special assistance for the disadvantaged student.

THE ILLINOIS COMMUNITY COLLEGE BOARD

The Illinois Community College Board consists of nine members appointed by the Governor and one student member selected by the recognized student advisory group. Board members are appointed at large for six-year terms. The Chairman of the Board is selected by the Governor. The statutory responsibilities of the Board are planning and coordinating the programs and activities of the public community colleges. All colleges are governed by local boards of trustees.

* Reprinted from "Access to The '80s," published by the Illinois Community College Board.



ILLINOIS COMMUNITY
COLLEGE DISTRICTS
JULY 1, 1981



Territory Not in a
Community College
District

HARPER COLLEGE PROFILE 1981-82 ACADEMIC YEAR

LOCATION:

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	Lake Barrington
Barrington	Mount Prospect
Barrington Hills	North Barrington
Buffalo Grove*	Palatine
Carpentersville*	Prospect Heights
Deer Park*	Rolling Meadows
Des Plaines*	Roselle*
Elk Grove Village	Schaumburg
Fox River Grove	South Barrington
Hanover Park*	Tower Lakes
Hoffman Estates	Wheeling
Inverness	

*Portions of these communities are included in the district.

TOTAL DISTRICT POPULATION

425,000

MISSION STATEMENT

The mission of William Rainey Harper College, as part of the system of public community colleges in Illinois, is to provide to college district residents a comprehensive postsecondary education which includes transfer, career, and continuing education programs. In addition to fulfilling this primary mission, Harper College also offers specialized programs and services in cooperation with local school districts, area business and industry, and other community colleges. Programs developed to meet the needs of the community are offered at reasonable cost to students, district taxpayers, and the State of Illinois. Each student is accepted without social discrimination. The ultimate goal is to provide an educational environment that allows the individual the maximum opportunity to develop through successful learning experiences.

BOARD OF TRUSTEES (1981-82)

Brian M. Barch, Chairman	Arlington Heights
Shirley A. Munson, Vice Chairman	Palatine
Janet W. Bone, Secretary	Palatine
David R. Tomchek	Barrington
Ray V. Mills	Palatine
Kris Howard	Inverness
Donald D. Torisky	Schaumburg
John R. Malkowski, Student Trustee	Mount Prospect

GENERAL ADMINISTRATION

James J. McGrath, President
David L. Williams, Vice President of Academic Affairs
Peter R. Bakas, 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
Felice P. Avila, Executive Assistant to the President

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
Roger A. Mussell, Acting 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
Judith D. Dincher, Acting Director of Nursing
Willard Hoffman, Director of Human Performance Laboratory

ADMINISTRATIVE SERVICES

Anton T. Dolejs, Director of Finance
Arthur L. Bowers, Director of Computer Services
Donald M. Mistic, Director of Physical Plant
Larry M. Bielawa, Director of Personnel
William T. Norvell, Director of Food Service

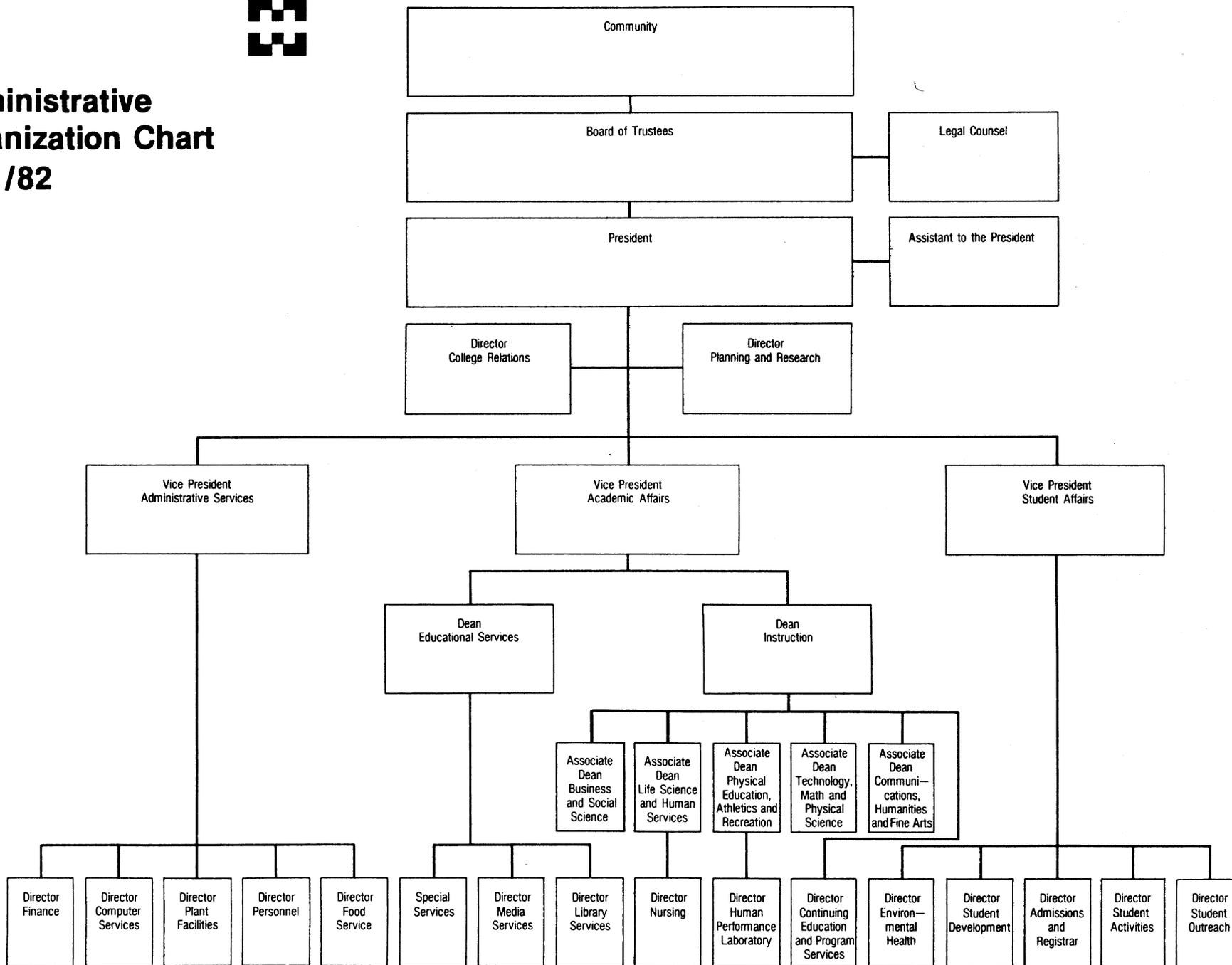
STUDENT AFFAIRS

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

William Rainey Harper College



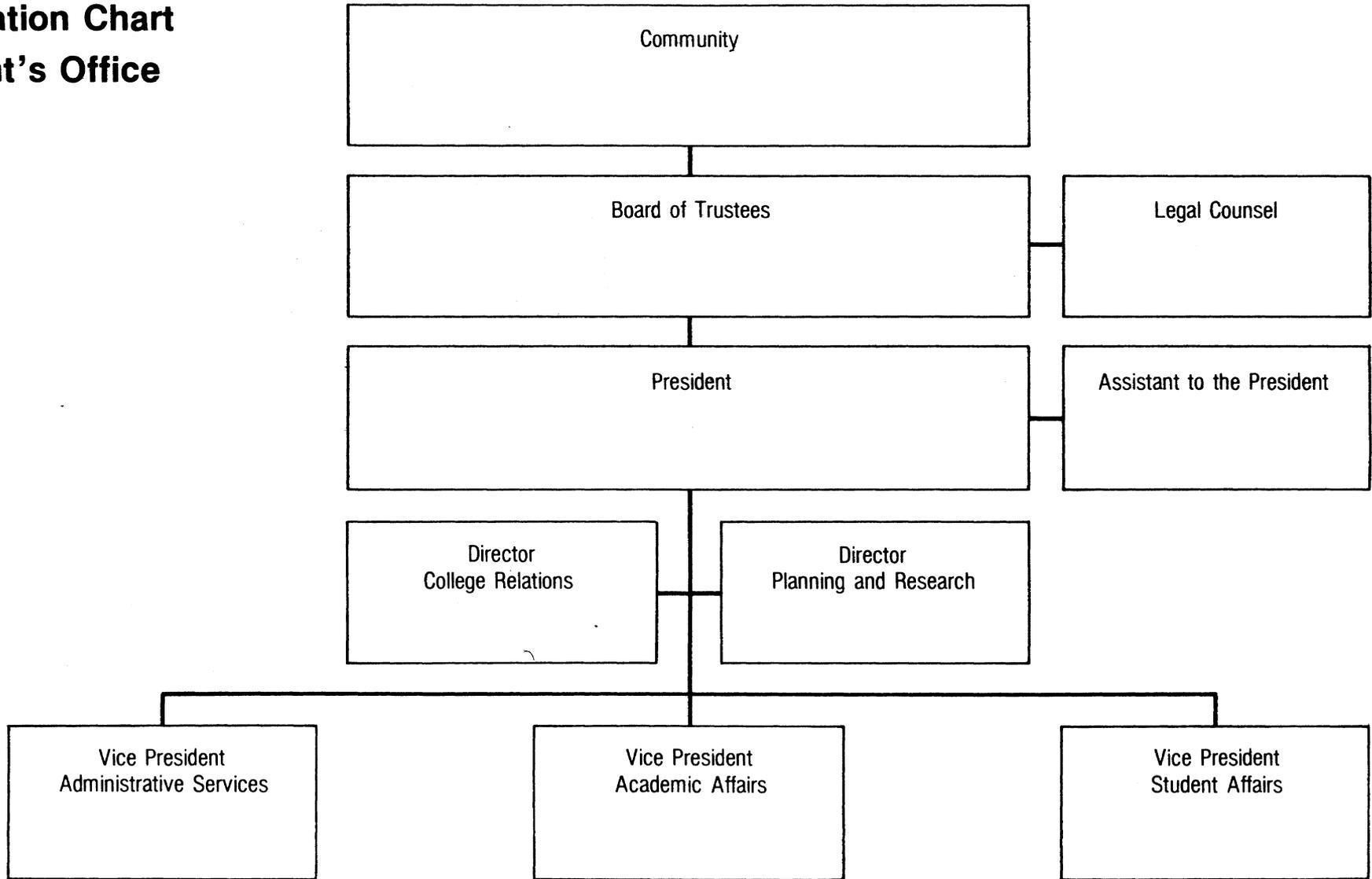
Administrative Organization Chart 1981/82



William Rainey Harper College

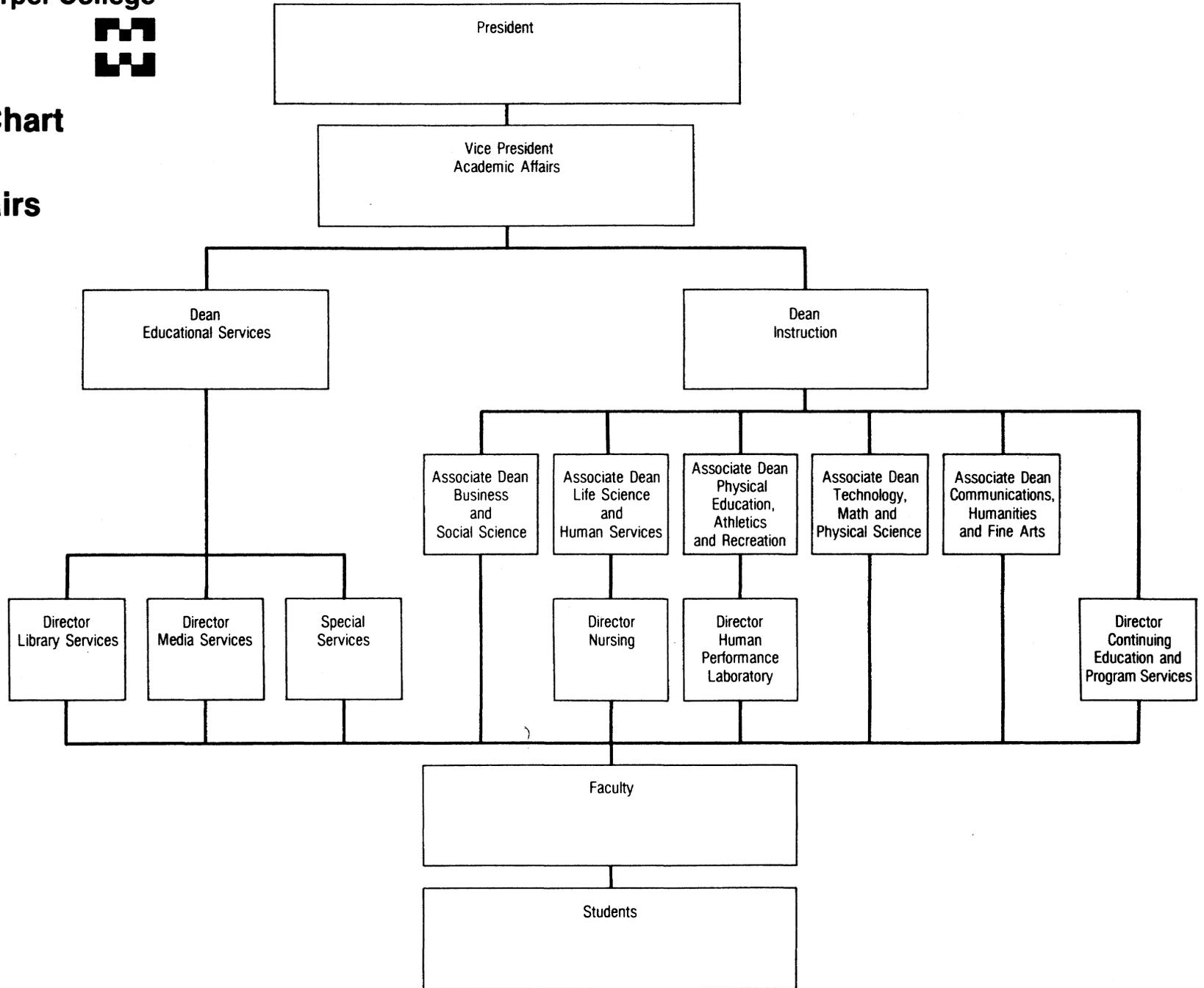


**Organization Chart
President's Office
1981/82**



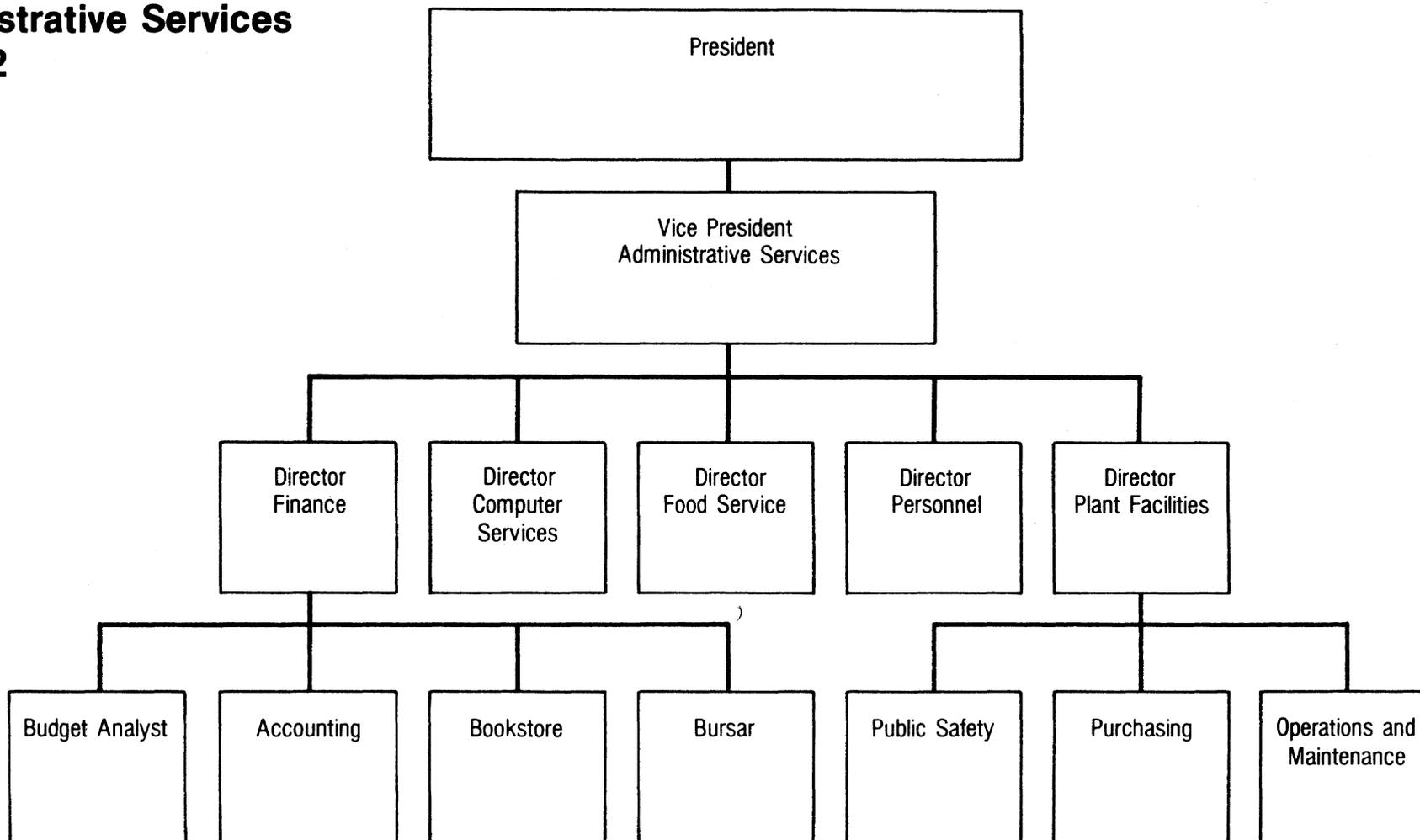


**Organization Chart
Office of
Academic Affairs
1981/82**





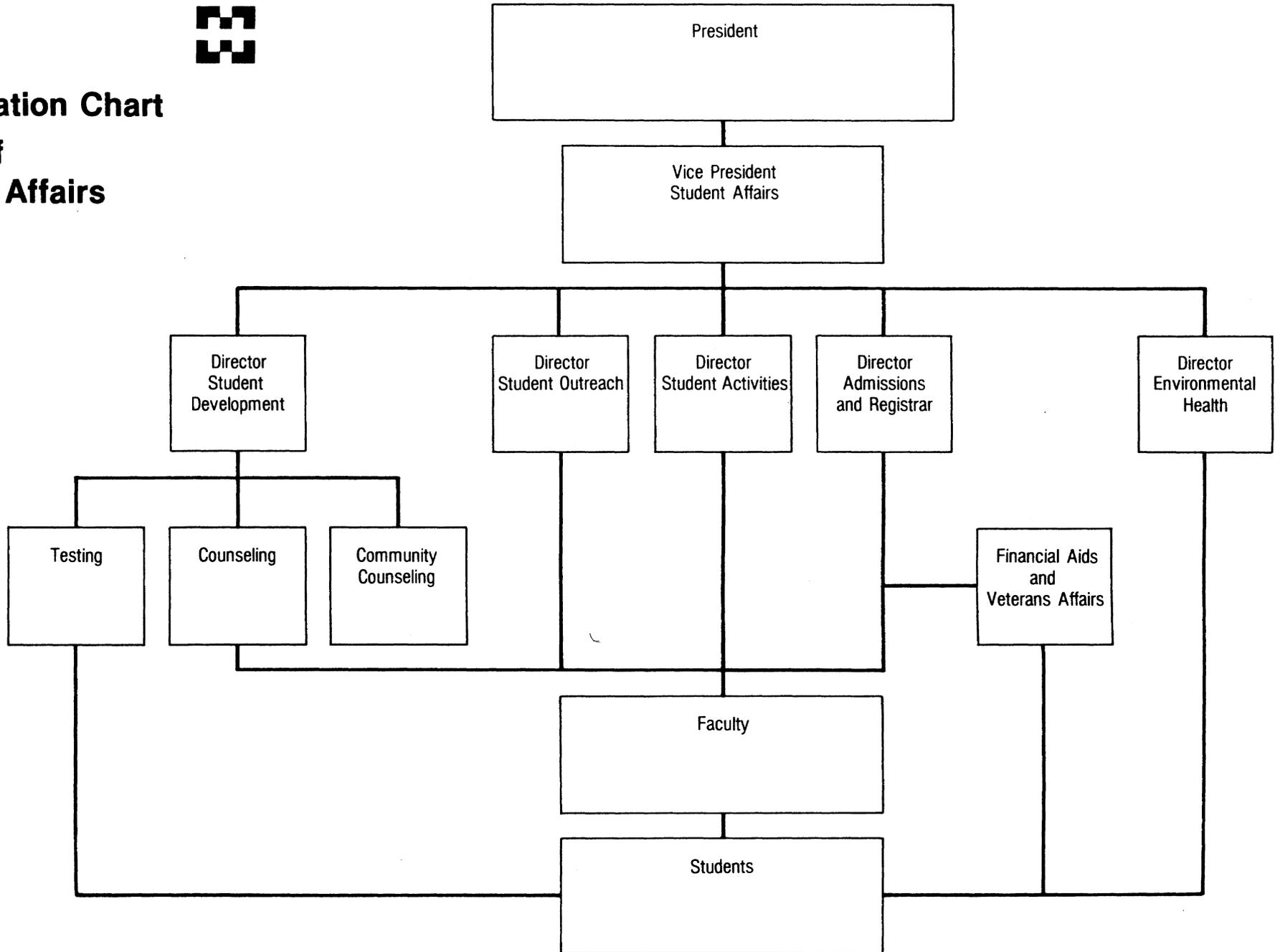
**Organization Chart
Office of
Administrative Services
1981/82**





Organization Chart

Office of
Student Affairs
1981/82



HARPER COLLEGE STAFF ORGANIZATIONS

Faculty Senate

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

Classified Employees Council

Rena Trevor, Chairman
Bill Neumann, Vice Chairman
Bobbie Levine, Secretary

Representatives

Peter Gart	Vicki Rowe
Gerri Goncher	Barb Schmeltz
Mike Korrick	Audree Walsh
Karen Morgan	Carol Zack

ACADEMIC AREAS

DEPARTMENT/DISCIPLINE

Business and Social Science

Accounting and Business Law
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
Digital Electronics and
Microprocessor Technology
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

Exercise Leader/Technician
Health Education
Physical Education
Recreation

Special Services

Adult Basic Education
Handicapped Services
Learning Skills Laboratory
Tutoring

Continuing Education and Program Services

Community Program
Center for Small Business Education
Center for Real Estate Education
Center for Office and Administrative Services
Community Development Education Center
Material and Business Management Center
Women's Program
Senior Citizens PProgram
Extension Program
Institute for Management Development
Health Care PProgram

CAREER PROGRAMS

Harper College offers the following career/vocational programs. Both associate degree and certificate programs are offered except where indicated.

- Accounting Aide
- Accounting Clerk
- Accounting - Payroll
- Agricultural Marketing -
Commodity Futures*
- Architectural Technology
- Auto Body Repair and
Painting*
- Automotive Technology*
- Aviation Maintenance
Technology*
- Baking
- Banking, Finance and Credit:
 - Banking option
 - Savings & Loan option
- Brokers License Certification
- Building Codes and Enforcement
- Building Construction Technology*
 - Construction Layout
 - Construction Management
- Business Machine Repair Technology
- Certified Professional Secretary
- Child Development
- Civil Technology*
 - Materials Testing and Inspections
 - Project Inspector
- 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
- Fashion Merchandising
- Fire Science Technology
- Fluid Power Technology*
- Food Service Management

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

CAREER PROGRAMS (continued)

General Office Assistant
Heating Service
Horticulture
Human Services Technology
Industrial and Retail Security
Industrial Sales Management and
Development
Industrial Skilled Craft Training*
Industrial Building Construction
Industrial Electrician
Industrial Heating, Ventilating,
Air Conditioning
Industrial Mechanical Maintenance
Industrial Welder
Machine Repair
Maintenance Machinist
Millwright
Moldmaker
Pipefitter
Tool and Die
Tool Grinder
Industrial Supervision*
Interior Design
Journalism
Legal Secretary
Legal Technology
Library Technical Assistant*
Machinist
Marketing/Management
Material Management
Mechanical Drafting
Mechanical Engineering Technology:
Mechanical Engineering option
Production Engineering option
Medical Laboratory Technology*
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

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

CAREER PROGRAMS (continued)

Radiography*
Real Estate
Residential Comfort Systems
Respiratory Care
Retail Merchandising
Stenographer
Supervisory and Administrative
Management
Vending Machine Repair
Water-Wastewater*
Word Processing
Word Processing Operator
X-Ray Technology*

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

TRANSFER PROGRAMS

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

ENROLLMENT

COMPARISON OF 1980 AND 1981 FALL ENROLLMENTS BY DIVISION

<u>Division or Organizational Unit</u>	<u>Full-Time Equivalent (FTE)*</u>	
	<u>1980</u>	<u>1981</u>
Business and Social Science	3033.8	3143.6
Technology, Math and Physical Science	1432.0	1587.4
Communications, Humanities and Fine Arts	1795.4	1835.6
Life Science and Human Services	917.4	871.7
Physical Education, Athletics and Recreation	58.7	94.2
Special Services	500.1	459.2
Continuing Education, High School Cooperatives, University Extension	460.5	552.0
Women's Program	65.2	49.4
Totals	8263.1	8593.1

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
Fall 1981 8450	324.75	26.0

ENROLLMENT BY MAJOR AREA OF STUDY

	<u>Transfer</u>		<u>Career</u>	
	<u>Fall 1980</u>	<u>Fall 1981</u>	<u>Fall 1980</u>	<u>Fall 1981</u>
Business and Social Science	1700.2	1790.9	1315.2	1398.3
Technology, Math and Physical Science	1014.6	1154.3	419.5	446.6
Communications, Humanities and Fine Arts	1656.2	1695.4	141.1	151.5
Life Science and Human Services	210.5	213.5	684.1	709.3
Physical Education, Athletics and Recreation	103.4	106.2	-	-

*Full-Time Equivalent (FTE) is the number of 15-credit hour loads represented by the total number of credit hours for which students are enrolled.

FACULTY
FALL 1981

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	47	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		
Learning Resource Center		5	
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	31	6
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-three percent of the students are women?
- * Sixty-one percent of Harper students work full-time while attending Harper, most of them in semi-professional or technical positions?
- * Eleven and one-half 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?
- * Barrington Unit School District 220 shows the highest percentage of population enrolled in traditional credit programs and continuing education?
- * 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 income of traditional credit students who are independent is about \$20,200; the average income of parents of dependent students is \$29,000, and the average income of continuing education students is \$26,900?
- * Fifty percent of former Harper career graduates now working are 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?
- * Seventy percent of Harper students are part-time students?

STUDENT CLUBS AND ORGANIZATIONS

Association of Legal Students
Astronomy Club
Brothers and Sisters in Christ
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
Martial Arts
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
Program Board
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
Students Organized for Child Care
Student Senate
The Harbinger, Student Newspaper
Video Production Club
WHCM Radio

FUNDING FOR HARPER COLLEGE

Harper College revenue comes from several sources:

1. Student Tuition: For 1981-82, Harper College will obtain 30.4 percent of its income from student tuition. Resident tuition is \$22.00 per semester hour.
2. Local Taxes: Harper College will obtain 30.1 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.
3. State Grants: Harper College will obtain 28.8 percent of its income from state aid. (The state funding formula is explained in the next section.)

In addition, 2.5 percent will be obtained from the Board of Vocational Education and Rehabilitation, .6 percent from various state grants to support Adult Basic Education, and 1.4 percent from the corporate personal property replacement tax.

4. Others

- a. Chargebacks: Harper College will obtain .7 percent of its income from chargebacks to those areas outside the Harper district that do not have community colleges. Chargebacks are also paid for students enrolled in certain programs offered at Harper which are not offered in the students' own community college districts.
- b. Student fees: 2.4 percent of the income will be obtained from laboratory and other fees.
- c. Miscellaneous: 3.1 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.

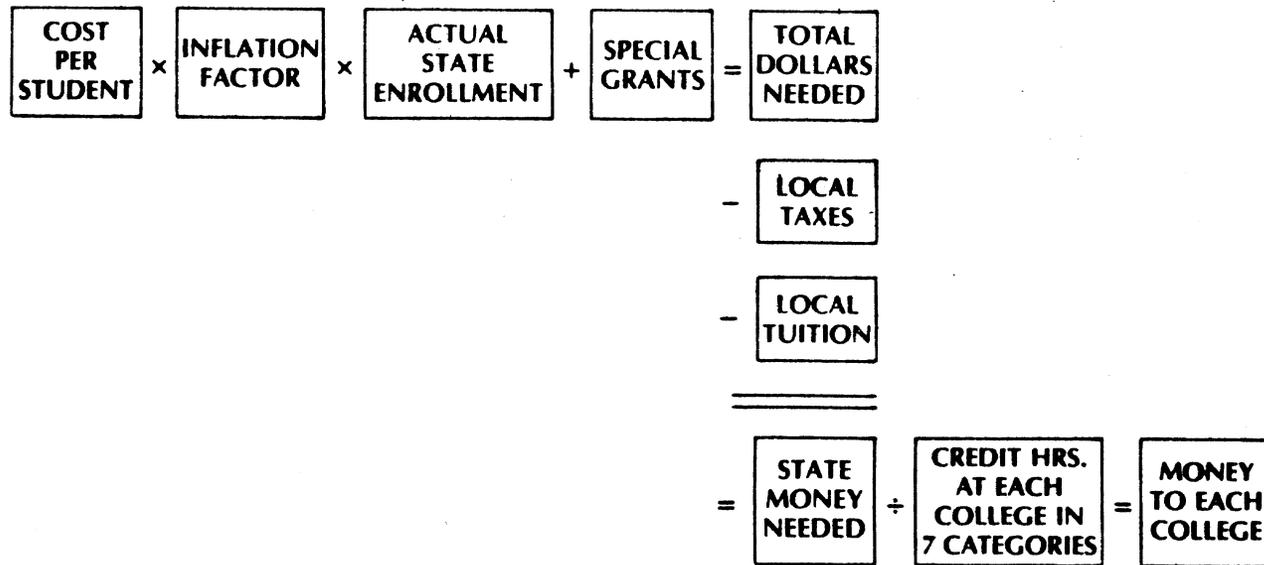
State money is distributed through credit hour grants in seven instructional categories. The College also receives money for grants to fund programs for disadvantaged students on a credit hour basis.

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 on the following page shows how the funding formula works.

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

THE ILLINOIS COMMUNITY COLLEGE FUNDING FORMULA



Reprinted from A Handbook for New Community College Trustees, published by the Illinois Community College Trustees Association.

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.

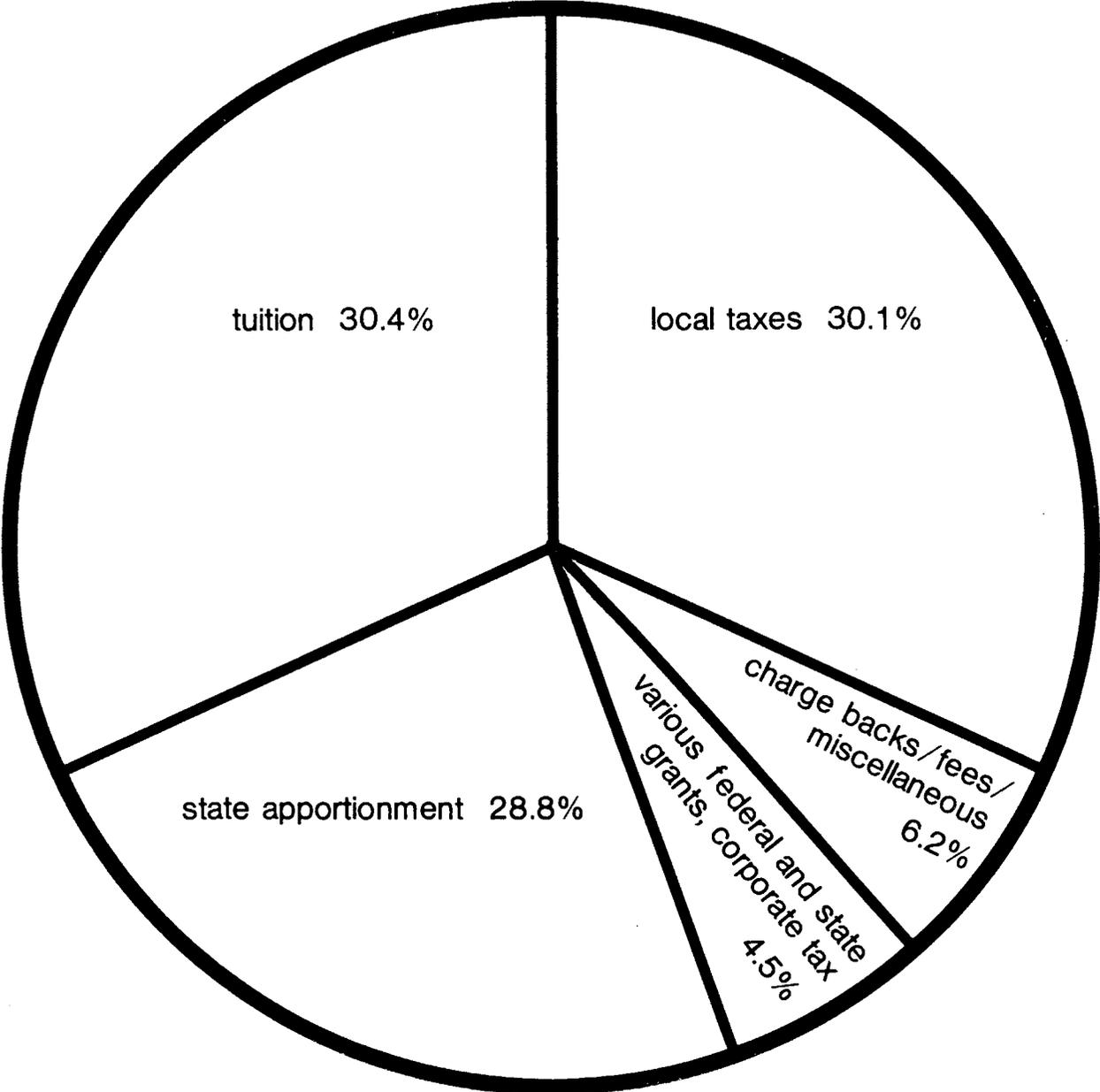
Below is a summary of the 1981-82 Program Budget:

EDUCATIONAL FUND	\$15,069,700	
BUILDING AND MAINTENANCE FUND	<u>6,280,880</u>	
TOTAL OPERATING FUND		<u>\$21,350,580</u>
AUXILIARY ENTERPRISES		\$ 3,269,240
BOND AND INTEREST FUND		\$ 1,646,100

Refer to the College Program Budget Book for complete information on the 1981-82 budget.

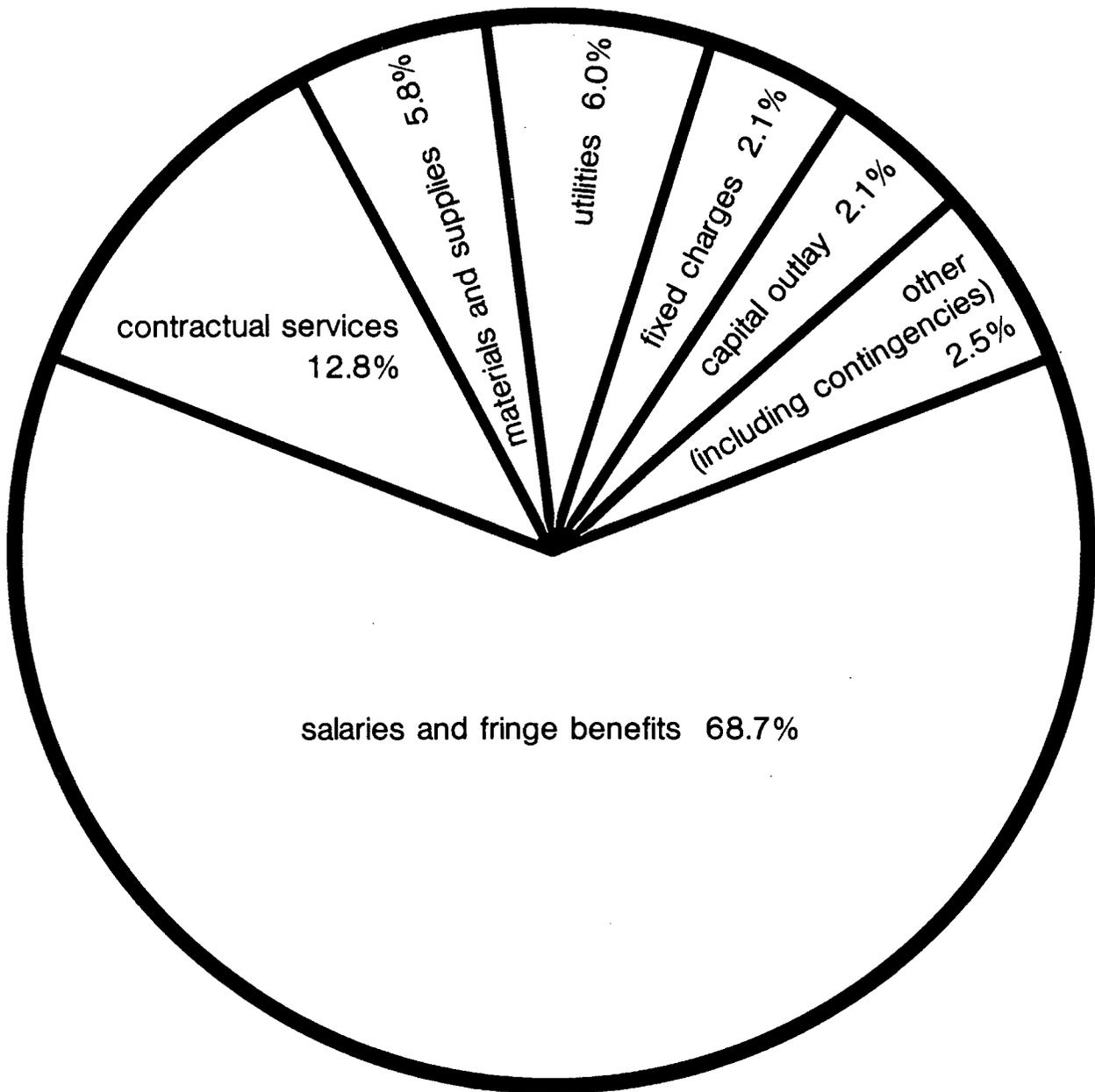
William Rainey Harper College

1981-82 Revenue Chart



William Rainey Harper College

1981-82 Expenditure Chart



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	192,000	6,000
U	1974	208,000	6,000
V	1975	<u>280,000</u>	<u>12,000</u>
<u>(Includes two Greenhouses)</u>			
Total: 16		\$50,080,000	723,289

*Replacement cost estimate

SERVICE AND INFORMATION DIRECTORY

College Hours

Business Hours: Offices are open for business Monday through Friday from 8:15 am to 4:30 pm. The Admissions and Business Offices are open from 8:15 am until 9:00 pm Monday through Thursday, from 8:15 am until 4:30 pm on Friday, and from 8:15 am until 12:00 noon on Saturday. Operating hours may differ during summer and vacation periods.

Class hours are scheduled Monday through Friday from 7:00 am until 10:00 pm and on Saturday from 7:00 am until 12:00 noon. The campus is closed on Saturday afternoon and Sunday.

Service and
Information
Director

ACADEMIC REGULATIONS
Dean of Instruction
D129, Ext. 290

AFFIRMATIVE ACTION
Personnel Specialist A319, Ext. 216, 217

CHILD CARE SERVICE, CHILD LEARNING CENTER
I131, Ext. 262 (office - I129)

COLLEGE NEWSPAPER HARBINGER
A367, Ext. 460, 461

CONTINUING EDUCATION NON-CREDIT OFFERINGS
CE Admissions C101, Ext. 410, 412

CREDITS OR GRADUATION REQUIREMENTS
Office of Admissions & Registrar
A210, Ext. 505 & Student Development Faculty

DISABLED STUDENT SERVICES
D119, Ext 266

DROPPING AND ADDING COURSES
Student Development Faculty in Student Development
Centers, A347, I117, and D142,
& Office of Admissions & Registrar
A210, Ext. 500

FULL OR PART-TIME WORK
Illinois Job Service Representatives
F132, 397-4492 or 397-4509

GRADE REPORTS
Registrar's Office A213, Ext. 502

HEALTH SERVICES
A362, Ext. 340

HEARING IMPAIRED PROGRAM SUPPORT SERVICES
D119, Voice--Ext. 267 TTY-397-7600

Service and Information Directory (continued)

INTERCOLLEGIATE ATHLETICS
Coordinator, Men's Athletics
M215, Ext. 466, 467
Coordinator, Women's Athletics
M214, Ext. 466, 467

INTRAMURALS
Coordinator of Intramurals
M222, Ext. 466, 467

LOST AND FOUND ITEMS
Public Safety Office
B103, Ext. 211, 330

PARKING AND PUBLIC SAFETY
Public Safety Office
B103, Ext. 211, 330
Medical Parking Permits
Health Services, A362, Ext. 340

PERMISSION TO CARRY MORE THAN 18 HOURS
Dean of Instruction
D129, Ext. 290

PERSONAL PROBLEMS
Student Development Faculty in Student Development
Centers A347, I117, and
D142, & Health Services, A362

PROGRAM BOARD
Student Activities Office
A336, Ext. 274, 242

REHABILITATION ACT OF 1973 (SECTION 504)
Director of Environmental Health
A362, Ext. 340

SCHOLARSHIPS, LOANS OR OTHER FINANCIAL AIDS
Financial Aid Office
A364, Ext. 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

Service and Information Directory (continued)

STUDENT GOVERNMENT

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

STUDENT GRIEVANCES

Vice President of Student Affairs
A317, Ext. 360

TRANSCRIPT OF YOUR CREDITS

Registrar's Office
A213, Ext. 503

TRANSFER FROM ANOTHER COLLEGE

Student Development Faculty or
Registrar's Office
A213, Ext. 505

TUITION AND FEE PAYMENT

Business Office
A214, Ext. 439

TUITION REFUND REQUEST

Registrar's Office
A213, Ext. 501
Medical Reasons
Health Services A362, Ext. 340

VETERANS AFFAIRS

A364, Ext. 254

VOCATION OR JOB SELECTION

Student Development Faculty in Student Development
Centers, A347, I117, and D142 or
Illinois Job Service Representatives,
F132, 397-4492 or 397-4509

WITHDRAWAL FROM COLLEGE

Student Development Faculty in Student Development
Centers, A347, I117, and D142, and Registrar's Office
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	P E A R.....	Physical Education, Athletics & Recreation
ACCOUNT.....	Accounting & Systems	PHY PLT.....	Physical Plant
ADM SER.....	Administrative Services	PLG RES.....	Planning & Research
BKSTORE.....	Bookstore	PR & BD.....	President & Board of Trustees
BUS/S S.....	Business & Social Science Division	PRINT SHOP.....	Print Shop
COL REL.....	College Relations	PUB SAF.....	Public Safety
C H/F A.....	Communications, Humanities & Fine Arts Division	PURCHAS.....	Purchasing
COMP SER.....	Computer Services	REG OFF-A.....	Registrar's Office
C E/P S.....	Continuing Education & Program Services	SP SERV.....	Special Services
DIS STU.....	Disabled Student Services	BUS/S S.....	Social Science
DN/INSTR.....	Dean of Instruction	STU ACT.....	Student Activities
DEN HYG.....	Dental Hygiene	STU AFF.....	Student Affairs
EDU SER.....	Educational Services	STU DEV-A.....	Student Development Building A
FINANCE.....	Finance	STU DEV-D.....	Student Development Building D
F A/V A.....	Financial Aid	STU DEV-I.....	Student Development Building I
FD SERV.....	Food Services	STU OUTR.....	Student Outreach
HLTH SER.....	Health Services	SWITCHBD.....	Switchboard
HRG IMP.....	Hearing Impaired	T M/P S.....	Technology, Mathematics & Physical Science Division
INF BTH.....	Information Booth	F A/V A.....	Veterans Affairs
INS COM.....	Institutional Communications	WD PROC.....	Word Processing Center
LIB SER.....	Library Services	WOM PRG.....	Women's Program
L S/H S.....	Life Science & Human Services Division		
MAIL CTR.....	Mail Center	<u>SATELLITES</u>	
MEDIA SER.....	Media Services	BARR H S.....	Barrington High School
NURSING.....	Nursing Program	HAWTHORNE.....	Nathaniel Hawthorne School
OFF ADM-C.....	Office of Admissions		
PERSONL.....	Personnel		

CAMPUS DIRECTORY

BUILDING A, COLLEGE CENTER

Business and Registrar's Offices
Student Services
Bookstore
Board Room
Cafeteria

BUILDING B, PUBLIC SAFETY,
POWER PLANT, RECEIVING

BUILDING C, ART, CONTINUING
EDUCATION OFFICES

Admissions Office

BUILDING D, SCIENCE

Life Science and Human Services
Division Office
Dental Hygiene Clinic

BUILDING E, LECTURE-DEMONSTRATION
CENTER

BUILDING F, LEARNING RESOURCES
CENTER

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

BUILDING G, VOCATIONAL TECHNOLOGY
SHOPS AND LABORATORIES

BUILDING 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

