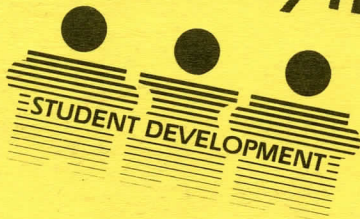


**FALL
1989**

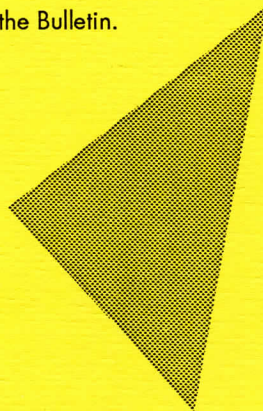
William Rainey Harper College



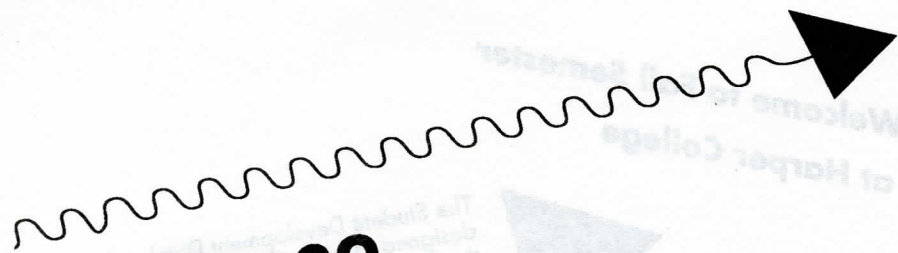
Important Dates First Semester-Fall, 1989

Registration as scheduled	April- August 10
Open Registration	August 16, 17, 19
Classes Begin	August 21
Last Day for Late Registration	August 25
Last Day for Adding Classes	August 25
Last Day for Refunds*	September 2
Labor Day (Classes Not in Session)	September 4
Midterm	October 14
Focus '89	November 1
Veterans' Day Observed (Classes Not in Session)	November 10
Last Day for Withdrawals*	November 11
Thanksgiving Vacation (Classes Not in Session)	November 23-26
Classes Resume	November 27
Final Exam Week	December 11-16
Semester Break Begins	December 17

*See withdrawal policy on page 21 of the Bulletin.



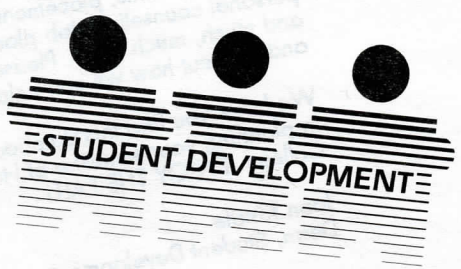
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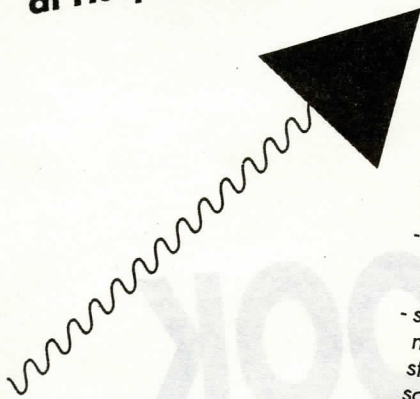
FALL 1989

DATEBOOK

Provided by Student Development, Harper College



Welcome to Fall Semester at Harper College



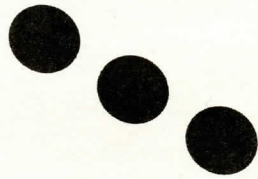
The Student Development Datebook is designed to help you keep track of all the things that are important to college students, including programs and services that are available on campus. Inside you will find . . .

- a directory of important offices on campus,
- helpful tips such as job-hunting techniques and where to go for transfer information,
- space to record important phone numbers, assignment due dates, student activities and your work schedule,
- all the free services available through Student Development.

The Student Development Division is responsible for academic advising, career counseling, new student orientation, transfer information, services for disabled students, placement testing, personal counseling, job placement and much, much more. Please stop by and find out how we can help you.

We hope you find this datebook useful in planning your semester at Harper College. ENJOY THE FALL!

Joan Kindle
Dean, Student Development





Pat Ryan

President Student Senate; Program Board; Student Aide in the Box Office; Student Ambassador

"I never knew getting involved in something would make such a difference in my whole college experience. I never did anything in high school except get by. But at Freshman Orientation before I started classes here, I signed a sheet to get more information from the Program Board. They invited me to a meeting right before school started. It was really interesting and from then on I got involved in more things on campus. I enjoyed myself more and more, and also became a better student."

"If I were going to say one thing to new students, it would be to find something to do. There are so many possibilities, and it really does make a difference. Just attending that first meeting has changed my college experience tremendously, and has changed me, too."

Center for New Students F132 extension 2208

The Center for New Students assists prospective and new students with information and counseling concerning application procedures, courses and programs of study, support services, student activities and registration for classes. This center also coordinates New Student Orientation programs prior to the beginning of each semester.

As a new student during the first few weeks of the semester, you may contact the Center for New Students if you have a question or concern regarding:

- Dropping or adding classes
- Difficulties with a class or instructor
- Adjusting to college life
- Information regarding Harper's services

If you know someone interested in taking classes at Harper College, refer him or her to a General Information Session for Prospective Students. Call extension 2208 to reserve a seat.

Monday - Friday

10:30 am

Monday - Wednesday

6:30 pm

Campus Tours

Familiarize yourself with the Harper College campus. Take a campus tour, led by a current Harper student, Tuesdays at 12:15 pm or Wednesdays at 4:00 pm. Tours leave from Admissions, C101. Call extension 2707 to reserve a space.

Things To Do



AUGUST

M
14

The Freshman Experience, Building A, 6:00 pm

T
15

CLEP Exam, 8:30 am, A148

W
16

New Student Final Registration, Building A

T
17

Final Open Registration, Building A

F
18

Deadline: interpreting services for deaf students

S
19

Final Open Registration,
Building A

S
20

AUGUST

	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

Learning is not a task or a problem—it is a way to be in the world. Man learns as he pursues goals and projects that have meaning for him.

Sidney Jourard



Evamarie Pilipuf
Distinguished Scholar and Student Aide
in the Student Development Center in
Building D

"Working in Student Development has really helped me to get to know Harper College better. I've learned where things are, how to find the answers to questions, and lots of tips that make being a student here much easier. I've also gotten to know a lot of counselors and teachers on a more friendly level, which I really like."

Pascal O'Donoghue
Athlete and Student Ambassador

"Harper College was my parents' choice, not mine. Then I joined the basketball team. It changed everything. I had been one of those students with an "attitude problem", but I gradually decided that Harper is a really great place. I met lots of people, was invited to participate in the Student Ambassadors, and really started to spend time on campus, outside of class."

"The proof? My parents said I could transfer after my first year. I was accepted, put down dorm deposits, and even had my roommates. But I stayed at Harper another year. If you get involved, you'll really be able to see all the great things Harper has for students."



Things To Do

AUGUST

M

21

CLASSES BEGIN

Late Registration, 8/21-8/25

T

22

Nursing Entrance Exam, 8:30 am, A148

W

23

T

24

F

25

GED Exam Part 1, 6:00 pm, E106

S

26

GED Exam Part 2,
8:00 am, E106

S

27

You can't go forward with the brakes on.
Anonymous

AUGUST

	1	2	3	4	5	
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On Campus Services for Students

Harper College is committed to helping students be successful both academically and personally while attending classes. There are numerous services available to help in this process. Some of the most important ones and their hours are listed here. Services that are described in this datebook and areas available to evening students are noted. Service hours listed are for regular semester; extended or abbreviated hours may be in effect between semesters and during the summer.

Educational Planning and Personal Counseling Centers

D142, ext. 2393
Monday - Friday
1117, ext. 2522
8:30 am-4:30 pm

*Monday - Wednesday
Thursday - Friday
8:30 am-8:00 pm
8:30 am-4:30 pm

Career Planning & Placement, A347, ext.2220

*Monday - Wednesday
Thursday - Friday
8:30 am-8:00 pm
8:30 am-4:30 pm

Center for New Students & Orientation, F132, ext. 2208

*Monday - Wednesday
Thursday - Friday
8:30 am-8:00 pm
8:30 am-4:30 pm

Health Services, A362, ext.2340

*Monday - Thursday
Friday
8:00 am-9:00 pm
8:00 am-4:30 pm

Assessment & Testing, A148, ext. 2541

*Monday - Thursday
Friday
*Saturday
8:00 am-8:00 pm
8:00 am-4:00 pm
9:00 am-12:00 pm

Financial Aid, A364, ext. 2248 and Registrar, A213, ext. 2500

Admissions, C101, ext. 2506 and
*Monday - Thursday
Friday
*Saturday
8:00 am-8:00 pm
8:00 am-4:30 pm
9:00 am-12:00 pm

Learning Assistance Center, F119, ext. 2715

Monday - Friday
8:00 am-4:30 pm

Disabled Student Services, D119, ext. 2266

Monday - Friday
8:00 am-4:30 pm
(Evenings by appointment)

Library, F-2nd floor, ext. 2584

*Monday - Thursday
Friday
*Saturday
*Sunday
8:00 am-10:00 pm
8:00 am-4:30 pm
9:00 am-3:30 pm
1:00 pm-5:00 pm

Bookstore, A231, ext. 2275

*Monday - Thursday
Friday
*Saturday
7:45 am-7:00 pm
7:45 am-4:30 pm
9:00 am-12:00 pm

Things To Do



AUGUST/SEPTEMBER

M
28

T
29

W
30

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31

F
1

S
3

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2

Math Anxiety Group, 12:30-2:00 pm, D106

Last Day for Refunds

AUGUST						
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SEPTEMBER						
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Consider the postage stamp. It secures success through its ability to stick to one thing until it gets there.

Josh Billings

Student Development Seminar Descriptions

Interviewing

Find out what the interviewer is looking for and how you should prepare for an interview.

Career Change for Adults

Mid-life career change presents additional considerations for adults. Attend this session to find out steps to take in order to plan your career change.

Transfer Information Seminars

If you plan to transfer to a specific four-year college or university after Harper College, attend one of these sessions to learn about the do's and don'ts of the transfer process.

Career Transitions

Discusses ways to make changes in your life more easily.

Job Search Techniques

Find out how to conduct a job search that puts you in control of your job hunt.

Career Interest Testing

Begin your first step toward choosing a career path by taking (in Session I) and having interpreted (in Session II) a career interest inventory.

The Juggling Act and the Stresses of Reentry

Adult students, you're not alone! Learn how to balance job, family and school.

Resume Writing

Discover how to design a resume, which type is best suited for you and when and how to use a resume.

How to Earn Your Bachelor's Degree on Your Own Terms and Time

Learn about time-saving bachelor's degree programs for returning adult students.

Academic Success in only 60 Minutes

For adult students whose study skills are a bit rusty.

Self-Esteem: What is it? How Does One Get It?

Can we learn techniques for enhancing it?

Test Anxiety

Do you freeze at the mention of the word "test"? Attend this session for some ways to handle "test stress."

Math Anxiety

Do you avoid math at all costs? This group can help!

Co-dependency and Its Characteristics

Co-dependents make up about 96 percent of the population. Learn what co-dependency is, why you may be a co-dependent and how changes can be made in your life.

Things To Do



SEPTEMBER

M

4

Labor Day (Classes not in session).

T

5

GED Registration, 7:30 pm, Cafeteria

W

6

Blood Drive, 8:30 am-3:30 pm, A242
Career Interest Testing I Workshop, 9:00-11:00 am, A347

T

7

F

8

S

9

S

10

A diamond is a chunk of coal that makes good under pressure.
Anonymous

SEPTEMBER						
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One Key to Success . . .

There are many keys to success—work smart, eat right, study hard, play wisely. Being involved on campus, outside of classes, is one important key for many successful college students. Participation in something other than coursework deepens your commitment to being a student, to Harper College, and to doing well and the more committed you are, the more likely you are to succeed!

There are lots of ways to be involved—here are 25 examples, and these are just the beginning!

- sing in the choir
- attend a concert
- get to know a professor
- join a club
- start a club
- donate blood
- eat in the cafeteria
- work in the cafeteria
- attend Focus '89
- watch a sporting event
- play a sport
- work on campus
- vote in student elections
- be elected
- sign up for a seminar or workshop
- read the *Harbinger*
- write for the *Harbinger*
- become a student ambassador
- see a tutor
- be a tutor
- do your homework in the library
- attend orientation
- become an orientation leader
- see a play
- audition for a play

Seven reasons to participate—

- meet people
- learn something
- have fun
- make connections
- help someone
- get some practical experience
- be a leader

If you need more ideas, or more reasons, contact Student Activities, A336, extension 2242.

Things To Do



SEPTEMBER

M

11

T

12

CLEP Exam, 8:30 am, A148

Legal Technology Entrance Exam, 6:00 pm, A148

W

13

Career Interest Testing II Workshop, 9:00-11:00 am, A347

T

14

Juggling Act & Stresses of Reentry Seminar, 9:00-11:00 am, A241b

F

15

Math Anxiety Group, 12:30-2:00 pm, D106

S

16

CFP Exam, 8:00 am, E Lobby
CLEP Exam, 8:30 am, A148

S

17

Dost thou love life, then do not squander time,
for that's the stuff life is made of.

Benjamin Franklin

SEPTEMBER									
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**Educational Planning and
Personal Counseling Centers**
D142, ext.2393
1117, ext. 2522

EDUCATIONAL PLANNING

Two centers, located in D142 and 1117, are specifically designed to help students with their educational plans. These centers maintain a collection of catalogs and information on other colleges for students who plan to transfer. There are also collections of informational materials on both career and transfer programs.

Some of the questions with which you may receive assistance in D142 or 1117 are:

- Which courses should I take for my major?
- How many credit hours should I take next semester?
- Which four-year schools offer my major?
- What are the requirements for my career program?
- What requirements must I meet for transferring to the school of my choice?
- How can I get help with academic difficulty?
- Are my educational goals appropriate for my needs?

PERSONAL COUNSELING

Student Development faculty provide personal counseling individually and in groups to students who are not making satisfactory progress. Students needing to talk with someone about interpersonal, social or emotional concerns may make an appointment with a counselor in D142 or 1117, extension 2522 and 2393, or may participate in a group counseling program. Some upcoming group themes deal with substance abuse, personal growth, or eating disorders, including the new healthy eating program. For more information about groups, call extension 2577.

Things To Do



SEPTEMBER

M
18

National Rehabilitation Week

Career Transitions Seminar, 12:00-1:00 pm, A347

Anabolic Steroids & Drug Use in Sports Seminar, 3:00-4:00 pm, A242

T
19

Interviewing Techniques Seminar, 6:00-7:00 pm, A347

Juggling Act & Stresses of Reentry Workshop, 8:00-9:30 pm, A241b

W
20

NIU Information Session, 5:30-6:30 pm, 1117

Career Interest Testing I Workshop, 6:00-8:00 pm, A347

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22

GED Exam Part 1, 6:00 pm, E106

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GED Exam Part 2,
8:00 am, E106

SEPTEMBER						
	1	2				
3	4	5	6	7	8	9
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Not to decide is to decide.
Anonymous

Five Tips for Preparing for Mid-term Exams

1. Consistently read and recite ideas aloud. After reviewing, organize and summarize your material.
2. Form a study group.
3. Ask instructors what they recommend for pre-exam work.
4. Predict exam questions and create practice questions.
5. Visit the Learning Assistance Center for help.

Advising/Registration for Spring Semester 1990 (for current and previously enrolled students)

See a counselor **NOW** to plan your program for spring semester. Check to see what courses are needed to reach your educational goal. Contact the Educational Planning and Personal Counseling Centers in D142 or 1117 for information and to make an appointment.

EARLY REGISTRATION will begin in MID-NOVEMBER. Appointment cards are necessary. A general mailing in October to all students will give specific information.

Things To Do



SEPTEMBER/OCTOBER

M

25

Job Search Techniques Seminar, 6:00-7:00 pm, A347

T

26

Nursing Entrance Exam, 8:30 am, A148

W

27

UIC Information Session, 12:00-1:00 pm, I117
Career Interest Testing II Workshop, 6:00-8:00 pm, A347

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SEPTEMBER

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OCTOBER

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Live as if you were to die tomorrow.
Learn as if you were to live forever.
Gandhi

The Learning Assistance Center

Free Tutoring—in over 60 subjects
*individualized or in a group
*peer tutors and professional tutors

Writing Improvement—courses and individual support
*CMN 097—spelling improvement (1 credit)
*CMN 098—vocabulary improvement (1 credit)
*ENG 098—basic writing skills, on computer (3 credits)
*Open writing lab—get help with any assignments.

Reading Improvement
*RDG 098—basic reading skills (3 credits)
*RDG 099—college-preparatory reading (helps with reading required in a co-listed college class)
*RDG 105—improves reading speed and comprehension of college material (2 credits)

Success Seminars

*short courses (not short cuts) to being a better student

Learning Skills

*PSY 106—improves all skills necessary for success in college (3 elective credits)
*Computerized analysis available:
your learning **STYLE**
your learning **POTENTIAL** and **MOTIVATION**
test performance analysis
*Individualized or group sessions on learning needs

For more information about the courses or any of these services call the LAC, extension 2715 or the Tutoring Center, extension 2539, check the College Bulletin or visit F119.

Things To Do



OCTOBER

M

2

Family Health Month
AIDS Prevention and Awareness Month

T

3

Careers in the '90s Seminar, 6:00-7:00 pm, A347
How to Earn Your Bachelor's Degree On Your Own
Terms and Time Seminar, 8:00-9:00 pm, A241b

W

4

Health Screening Day, 8:00 am-9:00 pm, A362
Resume Writing Workshop, 6:00-7:00 pm, A347

T

5

F

6

Math Anxiety Group, 12:30-2:00 pm, D106

S

7

S

8

You may be on the right track but if you
just sit there you'll get run over.

Will Rogers

OCTOBER						
1	2	3	4	5	6	7
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**College Credit Courses Offered
by Student Development**

PSY 106 Practical Psychology
3 credits

Improves all skills necessary for college success, including study techniques, notetaking, time management and test taking. (Offered by the Learning Assistance Center.)

PSY 107 Humanistic Psychology
2 credits

Promotes the personal growth and development of the individual. Self-understanding, confidence, motivation, clarification of goals and relationships with others are explored, especially as they may relate to educational and professional goals. Special topic sections are offered for returning adults, leadership development and managing life changes.

PSY 108 Topics in Psychology
2 credits

Topics are designed for students who are undecided about their career goals or plans. Various activities include interest testing, decision making strategies, examination of strengths and exploration of career materials and resources.

Contact any Student Development Center for further information.

Things To Do



OCTOBER

M
16

**National Collegiate Alcohol Awareness Week
Building A Student Center**

World Food Day

T
17

CLEP Exam, 8:30 am, A148
Job Search Techniques Seminar, 6:00-7:00 pm, A347

W
18

T
19

Career Interest Testing II Workshop, 1:00-3:00 pm, A347

F
20

Math Anxiety Group, 12:30-2:00 pm, D106
GED Exam Part 1, 6:00 pm, E106

S
21

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22

GED Exam Part 2,
8:00 am, E106
CLEP Exam, 8:30 am, A148

OCTOBER						
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Reading furnishes our mind only with materials of knowledge;
it is thinking that makes what we read ours.

John Locke

Colleges and Careers— FOCUS '89

November 1, 1989
5:30 pm-9:00 pm
Building A

Transfer Information: Talk with representatives from more than 100 colleges and universities

Career Panels: Hear representatives from business and industry and Harper College faculty

Seminars: A variety of "hot" topics will be presented

Student Services Information: Visit with representatives from Harper College's student service areas

Computer Demonstrations: See DISCOVER and GIS, two career guidance systems

Free Interest Testing: Take an interest inventory and attend a group interpretation session

Drawing: Win free tuition for one three-hour course

Things To Do



OCTOBER

M

9

UIC Information Session, A347, 5:30-6:30 pm

T

10

Legal Technology Entrance Exam, 9:00 am & 6:00 pm, A148

W

11

Interviewing Techniques Seminar, 6:00-7:00 pm, A347

T

12

Career Interest Testing I Workshop, 1:00-3:00 pm, A347
NIU Information Session, 12:00-1:00 pm, I117

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Mid-term

15

OCTOBER

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Words show a man's wit, but action shows his meaning.
Benjamin Franklin

You Can Take Courses in Canterbury, England or Salzburg, Austria!!

Just follow these six easy steps to make application for the Harper International Studies Program:

1. Make sure you have completed 15 credit hours with a minimum 2.75 G.P.A. at Harper College.
2. Make an appointment with Janet Friend Westney (extension 2220, A347) or Frances Brantley (extension 2393, D142) for program information and to pick up an application packet.
3. Attend the Study Abroad information meeting for complete details.
4. Submit all application materials to Bruce Bohrer, Director of Admissions, Building C, Room 101.
5. Register for International Studies classes in a special registration session with Janet Friend Westney and Frances Brantley.
6. Attend the one-day student orientation program held at Illinois State University.

Things To Do



OCTOBER

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23

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24

Nursing Entrance Exam, 8:30 am, A148

W
25

Employee Fitness Day
How to Earn Your Bachelor's Degree On Your Own
Terms and Time Seminar, 12:00-1:00 pm, A241b
Resume Writing Workshop, 6:00-7:00 pm, A347

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ACT Entrance Exam, 8:00 am,
Building A Lobby

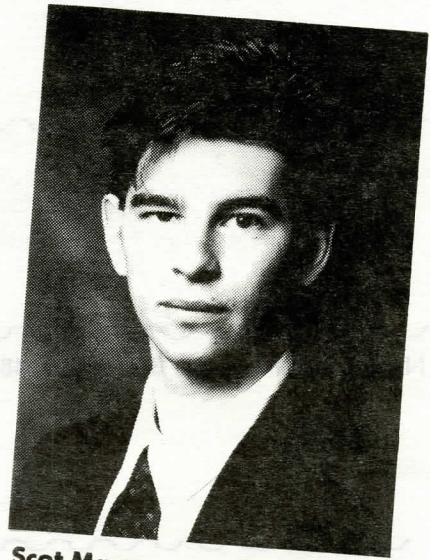
OCTOBER						
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A wise man will make more opportunities than he finds.
Sir Francis Bacon

Career Planning Center A347 extension 2220

The Career Planning Center helps students make career and life planning choices through the following services:

- Student Development counselors who assist with the decision-making process
- Interest inventories, personality and aptitude testing
- Seminars for career decision making or job-hunting strategies
- PSY 108, a career planning course (2 credits)
- Career library including books, videos and printed materials
- Computerized guidance programs, such as DISCOVER, GIS and the Illinois Vocational System.



Scot Mazur

Student Aide in the Placement Office

"I wish I hadn't waited until my last semester at Harper to get a job here. I've met lots of people, gotten to know the inner workings of campus, and I really budget my time well."

"When I transferred here from a university, I had a lousy attitude. I'd had lots of fun away at school. My grades were better here, but I wasn't enjoying myself. I should have been more open-minded, and looked for the positive."

"Harper has most of what other colleges and universities have, but you have to get involved to see all the good things, and to make a good social life part of your experience here. Don't wait too long."

Things To Do

OCTOBER/NOVEMBER

Career Changes for Adults Seminar, 6:00-7:00 pm, A347

M
30

GED Registration, 7:30 pm, Cafeteria

T
31

Blood Drive, 8:30 am-3:30 pm, A242

FOCUS '89, 5:30-9:00 pm

W
1

2

T
2

Math Anxiety Group, 12:30-2:00 pm, D106

F
3

NICET Exam, 8:00 am, A148

S
4

S
5

If you don't know where you are going,
you'll end up somewhere else.

Anonymous

OCTOBER						
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NOVEMBER			
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Placement Office A347, extension 2720

The Placement Office assists students with their employment needs while in school and after graduation. Placement personnel serve as a liaison between Harper College students and alumni and potential employers. Services include:

Computerized Job Matching

The computerized job matching system refers students and alumni directly to the employers seeking personnel. Candidates will be matched with job opportunities according to their interests, experience, education and geographical preference. Twice a week, candidates will be mailed job opportunities which match their qualifications.

Job Opportunity Bulletin and Listings

The weekly bulletin contains current job openings and is circulated throughout the campus. All current job opportunities also are posted on the bulletin board outside the Placement Office. Visit the Placement Office for further information regarding the jobs available.

Job Search Assistance

Workshops on job search skills, resume writing and interviewing techniques are held throughout the semester. Individual assistance also is available for specific job hunting concerns.

Career Planning Resources

The Career Planning Center and the Placement Office maintain an extensive career library including resources about many different career areas, job trends and employer information, plus information on how to write resumes, how to look for a job and how to interview.

Things To Do



NOVEMBER

M

6

Co-dependency & Its Characteristics Seminar, 8:00-9:30 pm, A241b

T

7

Career Interest Testing I Workshop, 6:00-8:00 pm, A347

W

8

T

9

Bradley Information Session, 11:30 am-12:30 pm, I117

F

10

Veteran's Day Observed (Classes not in session)

S

11

ICCP Exam, 8:00 am,
Building E Lobby
Last Day for Withdrawals

S

12

NOVEMBER						
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Man's mind, once stretched by a new idea,
never regains its original dimension.

Oliver Wendell Holmes

Definitions/Define/Defi . . .

Grade Point Average (GPA)

Most colleges base grades on a 4-point scale, with points assigned to each grade (A=4, B=3, C=2, D=1, F=0). To compute your GPA for one term you need only complete three simple mathematical steps: multiply, add, divide. Multiply the number of points representing the grade you receive for each course times the number of credit hours for the course. Add the points for all courses to determine the total number of points earned for the term. Divide the total points by the number of credit hours attempted that term. The result will be your GPA, also called the cumulative average or grade point ratio (GPR). College catalogs show how the system may differ at individual schools.

Grading system

Most colleges use the A through F system. A is the highest grade and F means failure. A through D are passing grades for which you will earn points and credits. At some schools, however courses with D grades may not transfer. Also, most colleges require a minimum 2.0 GPA or C average for graduation, and you may lose financial aid, housing and other benefits if your GPA falls below a certain level. Low GPAs may also lead to dismissal or suspension. Some schools have a pass/fail (P/F) or satisfactory/unsatisfactory (S/U) grading option and an incomplete grade (I), representing work not completed during the term it was taken.

What to Do if you Get an Incomplete:

1. Review the Incomplete Grade Contract you received from your instructor.
2. Complete all work by midterm of the following semester. (Spring semester incompletes must be made up by midterm of fall semester.)
3. After you turn in your completed work to your instructor, follow up to check that a Grade Change report with your new grade is filed in the Registrar's Office.

Progress Check

Be aware of your academic progress in every class you are taking. Ask your instructor for help if you are experiencing difficulty in any of your classes. Free tutoring is also available in the Tutoring Center in F132. If you find you need to drop a course, remember to do so in the Registrar's Office by November 11, 1989. If you fail to do so, you will receive an "F" grade in the course, instead of a withdrawal "W" designation.

Things To Do



NOVEMBER

M

13

T

14

CLEP Exam, 8:30 am, A148

Legal Technology Entrance Exam, 6:00 pm, A148

Career Interest Testing II Workshop, 6:00-8:00 pm, A347

W

15

Self-Esteem Seminar, 9:00-10:30 am, A241b

T

16

Great American Smoke-out

F

17

GED Exam Part I, 6:00 pm, E106

Math Anxiety Group, 12:30-2:00 pm, D106

S

18

GED Exam Part 2,
8:00 am, E106

S

19

NOVEMBER

	1	2	3	4
5	6	7	8	9 10 11
12	13	14	15	16 17 18
19	20	21	22	23 24 25
26	27	28	29	30

All men by nature desire to learn.
Aristotle

Student Employment

Working on the Harper College campus is one good way to become involved. Meet new people, learn something, have some fun, all while making extra money. There are job opportunities in most campus offices, which you can probably match your skills and interests. For more information, check with the offices that interest you, or stop in the Financial Aid Office.

Job Hunting Tips

- Sign up for Harper's computerized job matching system.
- Have a clear job search goal—know what you're looking for before you begin.
- Know your product—you!
- Be prepared to work hard. Looking for a job is a job in itself.
- Don't rely on the Sunday classified ads alone. Only 10 percent of all available jobs are listed through ads. The "hidden" job market can be tapped by utilizing area Chambers of Commerce, the Yellow Pages, employment agencies and especially personal contacts or networking.
- Be persistent!

Things To Do



NOVEMBER

M

20

Career Interest Testing I | Workshop, 10:00 am-12:00 pm, A347

T

21

Job Search Techniques Seminar, 6:00-7:00 pm, A347

W

22

T

23

Thanksgiving Vacation (Classes not in session)

F

24

Thanksgiving Vacation (Classes not in session)

S

25

Classes not in session

S

26

NOVEMBER

			1	2	3	4			
5	6	7	8	9	10	11			
12	13	14	15	16	17	18			
19	20	21	22	23	24	25			
26	27	28	29	30					

Little by little, does the trick.
Aesop

Assessment and Testing Center A148, extension 2541

- * Math, English, and reading assessment tests for new students
- * Tests for telecourses and independent study programs
- * Departmental proficiency and CLEP tests
- * Entrance exams for limited enrollment programs
- * Source of information for national testing programs such as the ACT, GRE, MCAT, and LSAT.

Checking Graduation Requirements

Beginning in the Fall, 1989 semester, the Student Development Centers in D142 and I117 will be able to check a student's progress toward graduation with a new computer system. Stop in to check your progress toward a Harper College degree.

Planning to Transfer?

Now is not too soon to start the process!

If you have questions about transferring, see a counselor in one of the Educational Planning and Counseling Centers in D142 or I117.

Use the DISCOVER computer program located in the Career Planning Center, A347, to find a college to match your needs and interests.

Things To Do 

Health Services A362, extension 2268

The Health Services staff is committed to promoting your total health and well-being. Registered nurses staff Health Services whenever it is open and a physician is available on a part-time basis. The following health services are available without charge to students.

- *Treatment for minor injuries and illnesses
- *Testing services including strep throat, mononucleosis, pregnancy, sexually transmitted diseases, and vision and hearing screening
- *Medication for minor illnesses
- *Information and counseling for personal health concerns
- *Seminars and programs
- *Literature on health problems and wellness issues

All visits to Health Services are strictly confidential!

Drug, Alcohol, Wellness Network (DAWN)

The Drug, Alcohol, Wellness Network is a comprehensive proactive drug and alcohol prevention program for students and other members of the Harper College community.

It is designed to promote healthier lifestyles by increasing awareness of how alcohol and other drugs affect attitudes, decisions and relationships.

DAWN provides:

- education programs
- support groups
- counseling
- resource and referral information
- Student Health Advisor program

All services are free and confidential.

DAWN also encourages your participation in the development and implementation of programs and activities.

For additional information, contact the DAWN office in Health Services, Building A, Room 362, extension 2626.

Things To Do



Disabled Student Services

D119, extension 2266

Disabled students have access to a variety of specialized services through the Disabled Student Services Department. The D.S.S. will assist students in choosing their courses, setting career goals, obtaining services such as tutoring or notetaking and advocating for their special needs, e.g. receiving extended time for an exam. Each new disabled student goes through an intake process to determine his or her needs. The D.S.S. also is responsible for the physical accessibility of the campus.

Financial Aid

A364, extension 2248; veterans' extension 2254.

A comprehensive financial aid program is available, including scholarships, grants-in-aid, loans, veterans' benefits, educational opportunity grants, college work study program and other employment opportunities. As they become available, community and private scholarships are advertised in the school newspaper and on-campus bulletin boards.

Harper Learning Resources Center

The Learning Resources Center at Harper College is centrally located in Building F. Housed on the first floor are the media collection, graphics, print shop, media distribution, TV production and photo production. On the second floor are the print collection, reference and related services, acquisitions and cataloging.

Things To Do



Athletics & Sports

One way to get involved and to get in shape is to use the facilities available here on campus. Whether you're interested in serious athletic competition, getting in shape or just having fun—the Physical Education, Athletics & Recreation Division offers many classes, programs and activities just right for you.

Building M houses a six-lane pool, a large gym with courts for basketball, volleyball and tennis, an indoor track, and five wood-floor racquetball courts. In addition, Harper College has a brand new high-tech Nautilus fitness center and separate Olympic weight room. Outside there are fields for softball, baseball, football, and soccer, a brand new seven-lane, all-weather running track, and twelve newly-surfaced tennis courts.

Organized activities include classes for credit and non-credit, a variety of intramural sports for men and women and intercollegiate competition in 14 varsity sports. The facilities also are open to students, staff and community members at regularly scheduled times throughout the week for those who just want to exercise and have fun.

Stop by Building M, Room 219 for further information.

Things To Do



Campus Directory 708/397-3000

President's Office

Paul N. Thompson	President	Bldg./Room A308	Ext 2390
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Academic Affairs

David Williams	Vice President of Academic Affairs	A317	2370
Charles Harrington	Dean of Instruction	D129	2290
George Voegel	Dean of Curriculum Development	D129	2260

Administrative Services

Vern Manke	Vice President of Administrative Services	A221	2380
Vic Berner	Dean, Business Services/Finance	A219	2218

Student Affairs

Bonnie Henry	Vice President of Student Affairs	A317	2360
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Student Development

Joan Kindle	Dean	A347	2346
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Student Development Centers

Career Planning Center	A347	2220
Placement Office	A347	2720
Center for New Students & Orientation	F132	2208
Educational Planning and Counseling Centers	I117	2522
	D142	2393
Assessment and Testing Center	A148	2541

Admissions Office

Bruce Bohrer	Director	C101	2206
	Continuing Education Registration	C101	2410
	Admission Outreach	C101	2247

Financial Aid

Frank Solano	Director of Financial Aid & Veterans Affairs	A364	2622
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Registrar's Office

Steve Callin	Dean of Admissions and Registrar	A213	2303
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Student Activities

Jeanne Pankanin	Director	A338	2242
	Health Services	A362	2268

Continuing Education and Program Services Division

Bill Howard	Dean	C102	2655
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Business and Social Science Division

Tom Johnson	Dean	J249	2221
	History/Political Science	I107	2431
	Economics	J260	2352
	Psychology	J158	2435
	Sociology	J171	2433
	Medical Office Assistant/Transcription	D197b	2444
	Real Estate	J246	2520
	Journalism	A379	2561
	Legal Technology (Paralegal)	J163	2407
	Supervisory and Administrative Management	J270	2317
	Banking and Savings	J274	2563
	Data Processing	I220	2817
	Material Management	J264	2358
	Executive Secretarial Development	I212	2516
	Secretarial and Office Management		
	Food Service Management	A140	2578
	Marketing Mid-Management	I205b	2357
	Legal Secretary	I222	2351
	Accounting aide	J256	2354
	Word Processing	I214	2555

Learning Assistance Center

	Bldg./Room	Ext
Lee Vogel	F119	2715
Director	F132	2539
Tutoring Center		

Learning Resources Center

Al Dunikoski	F204	2550
Dean		2769
Reference Desk		

Liberal Arts Division

Martin Ryan	F313	2202
Dean	F349	2779
English	F352a	2482
	C218	2341
Art	F347	2404
Humanities	F338	2786
Foreign Language	A139	2448
Speech	P213	2569
Music	F347	2404
Philosophy	H116	2319
Fashion Design	H225	2362
Interior Design		

Life Science and Human Services Division

Pat Bourke	D191	2523
Dean	D291f	2348
Biology	I123	2262
Child Learning Center	D160	2474
Dental Hygiene	D273	2251
Pharmacy Technician	D239	2239
Criminal Justice	D197a	2537
Dietetic Technician		
Parks and Grounds Operation	V103	2857
Management	D191	2523
Operating Room Technician	D291a	2238
Child Development	D191c	2533
Nursing	D191	2523
Certified Habilitation Aide		
Health Care Program	D192b	2687
Continuing Education		

Physical Education, Athletics and Recreation Division

John Gelch	M213	2846
Dean	M219	2466
Physical Education	M216	2486
Director of Human Performance Lab		
Cardiac Exercise Technician Program		
Athletic Academic Coordinator	M222	2680

Special Programs and Services

Liz McKay	F128	2204
Dean	F345	2223
Adult Educational Development	F127	2226
English as a Second Language		
Interpreter Training Program/ Sign Language	D118	2415
Women's Program	P124	2560

Disabled Student Services

Tom Thompson	D119	2266
Coordinator	D119	2266
Student Development Counselor/Advisor		

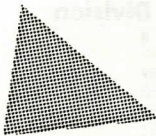
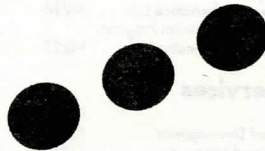
Technology, Mathematics and Physical Sciences Division

George Dörner	H119	2374
Dean	H233	2799
Engineering	D140	2589
Physical Science	D243	2450
Chemistry	D204	2402
Mathematics	D205	2401
	H124	2546
Electronics		
Machine Shop and Welding, Numerical Control	H230	2799
Fire Science	J151	2379
Building Codes and Enforcement	J151	2841
Architectural Technology	H216	2367
Refrigeration and Air Conditioning	G156	2823

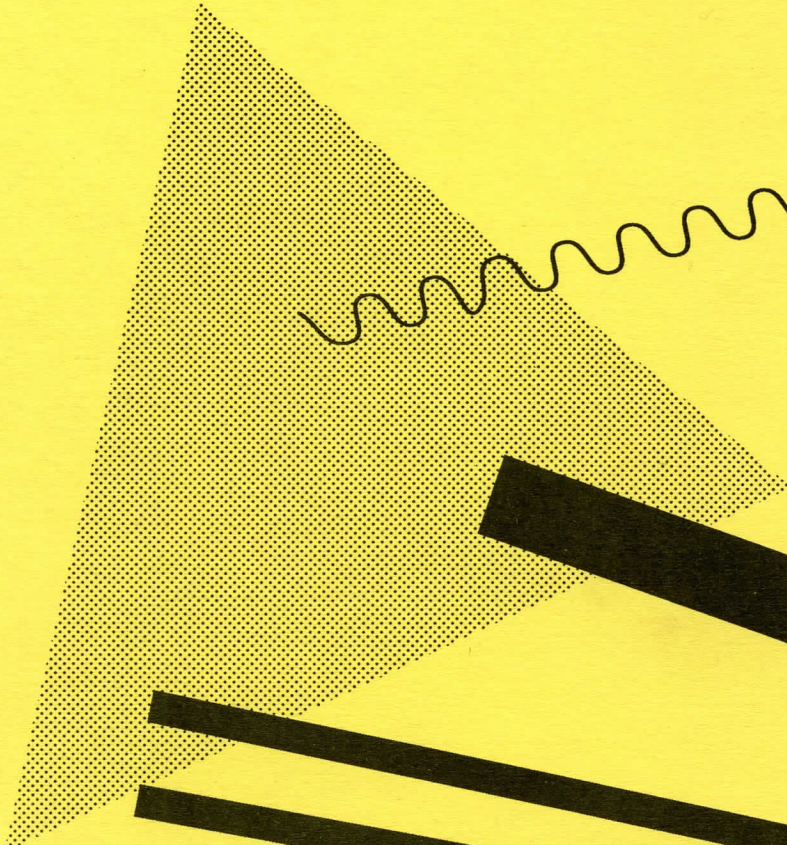
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William Rainey Harper College
1200 West Algonquin Road
Palatine, Illinois 60067-7398