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# Datebook



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1990-91

**William Rainey Harper College  
Academic Calendar**

**First Semester — Fall, 1990**


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Registration as scheduled	April through August 13
Faculty Report	August 14
Open Registration	August 15, 16, 18
Classes Begin	August 20
Last Day for Late Registration	August 24
Last Day for Adding Classes	August 24
Last Day for Refunds*	September 1
Labor Day (Classes Not in Session)	September 3
Midterm	October 13
Veterans' Day Observed (Classes Not in Session)	November 9
Last Day for Withdrawals	November 10
Thanksgiving Vacation (Classes Not in Session)	November 22-25
Classes Resume	November 26
Final Exam Week	December 10-15
Semester Break Begins	December 16

**Second Semester — Spring, 1991**


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Registration as scheduled	November through January 8
Faculty Report	January 9
Open Registration	January 9, 10, 12
Classes Begin	January 14
Last Day for Late Registration	January 18
Last Day for Adding Classes	January 18
Martin Luther King's Birthday	January 21
Last Day for Refunds*	January 25
Lincoln's Birthday (Classes Not in Session)	February 12
Midterm	March 9
Spring Vacation	March 29-April 7
Classes Resume	April 8
Last Day for Withdrawals	April 13
Final Exam Week	May 13-18
Graduation	May 19

\*See withdrawal policy on page 21 of the Bulletin.

Students who wish to withdraw must withdraw officially by submitting the appropriate form to the Office of the Registrar by the last day for withdrawals, as listed.



The Harper College Datebook is a revised and expanded version of a publication previously devoted to Student Development services and resources. Entries have been added that reflect a number of other activities planned for this semester at the College--athletics, cultural events, and other activities and resources that may be of interest to you.

The Datebook is designed for daily use, to help you plan your personal or organizational activities more easily. There is space allowed for your own notations of assignments, meetings or other commitments you need to remember.

This first edition of the Datebook is a beginning. In the future, we plan to expand

the information included in it to make it even more useful to the College community. Currently, it is one of three publications Harper students should have. The other two are the Bulletin (catalog) which details academic programs and requirements, and the Student Handbook, which includes the regulations and policies governing student life at Harper. In addition, cultural events that were booked after production of the Datebook are available to you through the Student Activity Calendar and the College/Community brochure. These publications are available at various locations throughout the campus, and are designed to help you get the most out of your time at Harper College.

Have a great semester!

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## Keys 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  
become a member of PALS  
watch a sporting event  
play a sport  
work on campus  
vote in student elections  
be elected to student government  
attend 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.



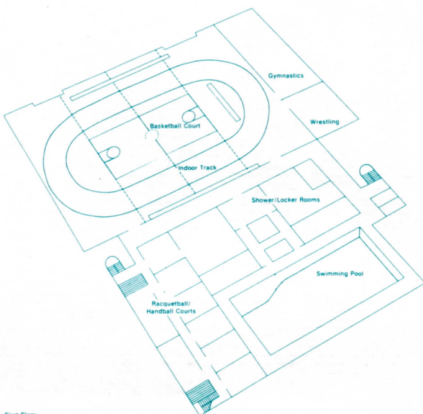
## Athletics and Sports

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 and Recreation Division offers many classes, programs and activities just right for you.

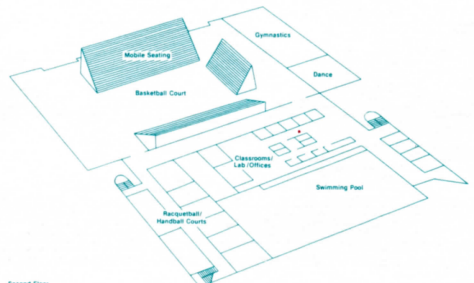
Building M houses a six-lane pool, a large gym with courts for basketball, volleyball and tennis, an indoor track, and five wood-floor racquetball courts. In addition, Harper College has a brand new high-tech Nautilus fitness center and separate Olympic weight room. Outside there are fields for softball,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



First Floor

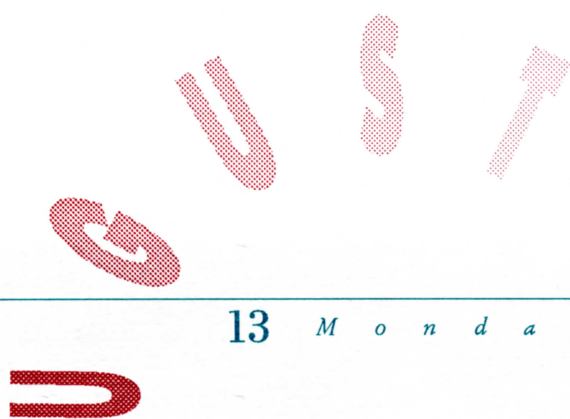


Second Floor

New Student  
Registration  
Check-In







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13 M o n d a y

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14 T u e s d a y

**Employee Kick-off Day**

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15 W e d n e s d a y

**Open Registration**

**Nursing Program Information Meeting, E106, 1:30 pm**

**Child Care Registration (returning) 8-9 am**

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16 T h u r s d a y

**Open Registration**

**Orientation, New Deaf Students, 10 am**

**Deadline for Interpreting Requests, DSS**

**Child Care Registration (new/open) 8-9 am**

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17 F r i d a y

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18 S a t u r d a y

**Open Registration**

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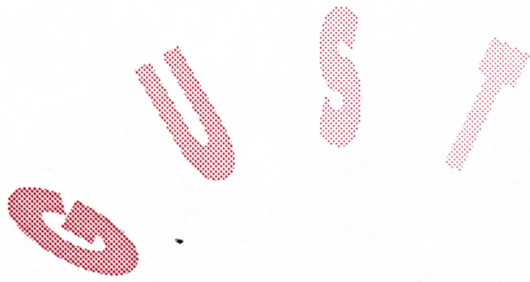
19 S u n d a y



#### 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.





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**20** *M o n d a y*



**Classes Begin**

**This week's video - "Bill & Ted's Excellent Adventure"**



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**21** *T u e s d a y*

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**22** *W e d n e s d a y*

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**23** *T h u r s d a y*

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**24** *F r i d a y*

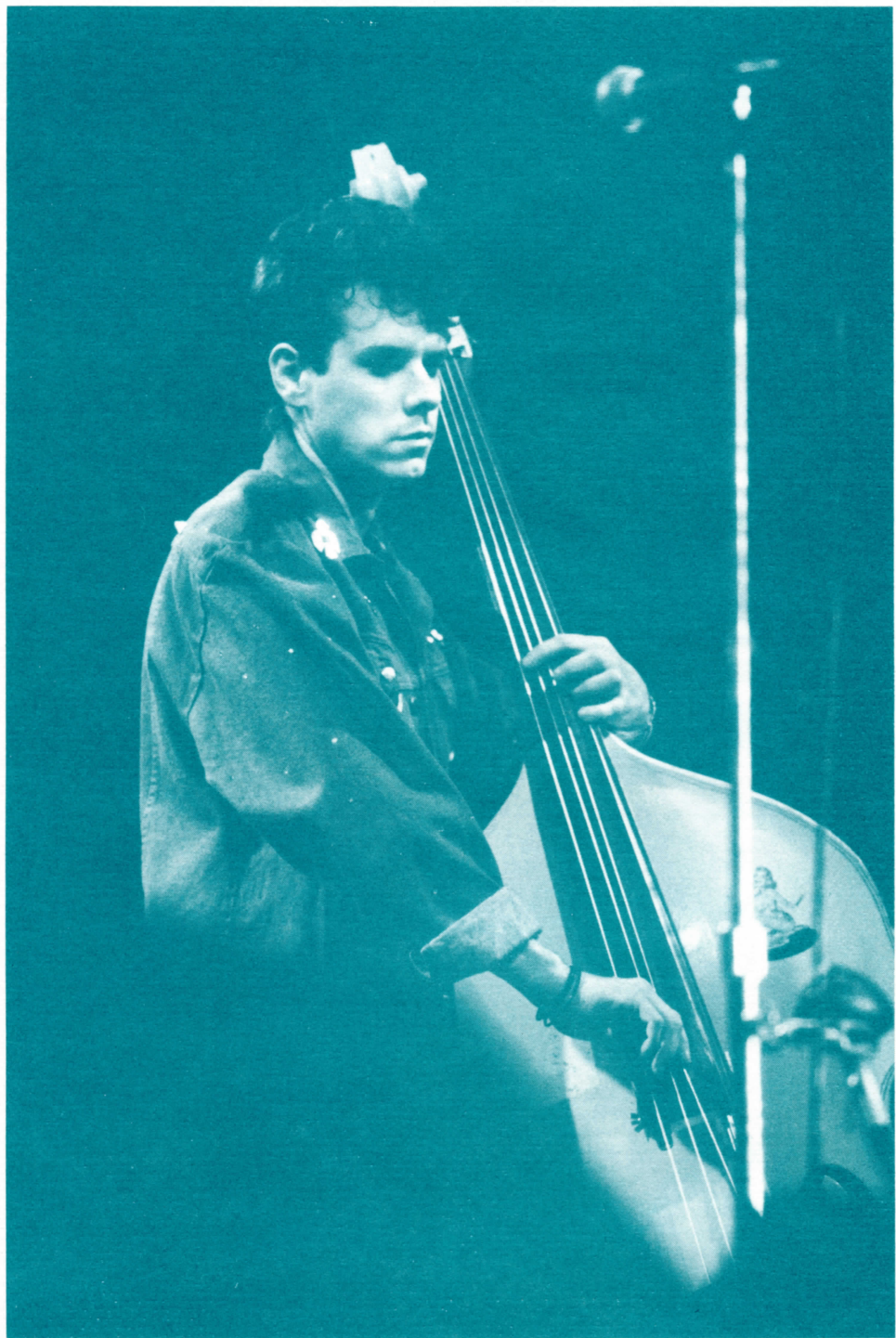
**Last Day, Late Registration**

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**25** *S a t u r d a y*

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**26** *S u n d a y*





# SEPTEMBER

27 M o n d a y



This week's video - "Dead Poets Society"



28 T u e s d a y



29 W e d n e s d a y

Bob "Simon Sez" Schaffer,  
Student Center, 12 noon



30 T h u r s d a y

31 F r i d a y

1 S a t u r d a y

Last Day, Refunds

2 S u n d a y

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3 M o n d a y

No Classes



This week's video - "Do The Right Thing"

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4 T u e s d a y

---

5 W e d n e s d a y

Friends of Harper Meeting



Ice Cream Social with the Mojo Kings, 12 noon

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6 T h u r s d a y

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7 F r i d a y

---

8 S a t u r d a y



Football, Grand Rapids, 1 pm \*

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9 S u n d a y

# SEPTEMBER

10 *M o n d a y*



Clubs & Organizations Day, Student Center, 9 am-2 pm  
This week's video - "Sea of Love"  
Math Anxiety Support Group, D104, 12-1 pm

11 *T u e s d a y*



Women's Tennis, Joliet, 3 pm  
Volleyball, Illinois Valley/Morton, 5:30 pm  
Clubs & Organizations Day, Student Center, 9 am-2 pm

12 *W e d n e s d a y*

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



Film "La Lectrice", Theatre, 7:30 pm

13 *T h u r s d a y*



Volleyball, Lake County, 7:30 pm  
Women's Tennis, Rock Valley, 3 pm

14 *F r i d a y*

15 *S a t u r d a y*



Women's Tennis, Harper Invite, 9 am

Horizons of Hope ACOA Seminar, Theatre, 8 am-4 pm

16 *S u n d a y*





### **Six Tips for Preparing for Midterm 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.
6. Acquire and use phone numbers of other students.

# SEPTEMBER

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17 *M o n d a y*

This week's video - "Driving Miss Daisy"



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18 *T u e s d a y*

Comedy Improv Workshop, E107, 12 noon

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19 *W e d n e s d a y*

Nursing Program Information Meeting, E106, 1:30 pm

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20 *T h u r s d a y*

---

21 *F r i d a y*

---

22 *S a t u r d a y*



Football, Moraine Valley, 1 pm

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23 *S u n d a y*







# SEPTEMBER

24 *M o n d a y*

This week's video - "Parenthood"   
Math Anxiety Support Group, D104, 12-1 pm

25 *T u e s d a y*

Women's Tennis, South Suburban, 3 pm 

 Volleyball, Rock Valley, 5:30 pm

Film "The Music Teacher", Theatre, 7:30 pm 

26 *W e d n e s d a y*

Transfer Info Sessions - Northern Illinois, 12 & 5:30 pm

27 *T h u r s d a y*

 Women's Tennis, Triton, 3 pm

Volleyball, North Central JV, 7:30 pm 

28 *F r i d a y*

29 *S a t u r d a y*

 Football, Rock Valley, 1 pm

Women's Tennis, Triangular Tournament, 9 am 

Last Day, Withdrawals (first 8-week classes)

30 *S u n d a y*



### **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 2522, I117) 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.

# OCTOBER

1 *M o n d a y*

This week's video - "Field of Dreams"



2 *T u e s d a y*



Women's Tennis, Illinois Valley, 3 pm

3 *W e d n e s d a y*

Transfer Info Session - Southern Illinois, 12 noon  
Health Service Open House, 8 am-8 pm

4 *T h u r s d a y*



Transfer Info Session - Illinois State, 12 noon  
Women's Tennis, North Park College, 3 pm  
Volleyball, College of St. Francis JV, 7:30 pm  
Study Abroad Information Meetings,  
12-1 pm & 7-8 pm



5 *F r i d a y*

6 *S a t u r d a y*

Intercultural Week Begins

Festival of Nations International Day,  
Building M, 11 am-5 pm

7 *S u n d a y*

Harper Corporate Run for Wellness, 9 am





## *Intercultural Week Begins*

Mexican Folkloric Dance Company of Chicago

Mariachi Band

Lectures

Cultural Diversity

Foreign Relations

Peace Corps Experiences

# OCTOBER

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8 *M o n d a y*

Math Anxiety Support Group, D104, 12-1 pm

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9 *T u e s d a y*

Women's Tennis, Waubensee, 3 pm



Volleyball, Moraine Valley/Daley, 5:30 pm

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10 *W e d n e s d a y*

Transfer Info Session - Loyola, 12 noon

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11 *T h u r s d a y*

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12 *F r i d a y*

---

13 *S a t u r d a y*

Midterm

Deadline, Petitions for December Graduation

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14 *S u n d a y*





# OCTOBER

15 *M o n d a y*

National Collegiate Alcohol Awareness Week

16 *T u e s d a y*

Volleyball, South Suburban, 5:30 pm



17 *W e d n e s d a y*

Nursing Program Information Meeting, 1:30 pm



Film "Yaaba", Theatre, 7:30 pm

18 *T h u r s d a y*

Transfer Info Session - Eastern Illinois, 12 noon

19 *F r i d a y*

20 *S a t u r d a y*

Football, Illinois Benedictine, 1 pm



21 *S u n d a y*



# OCTOBER

22 *M o n d a y*

\*1ath Anxiety Support Group, D104, 12-1 pm

23 *T u e s d a y*

Volleyball, Elgin/Oakton, 5:30 pm



24 *W e d n e s d a y*

Harper Employee Fitness Day

25 *T h u r s d a y*

26 *F r i d a y*



10th and Final World's Worst  
Film Festival, Theatre, 7:30 pm

27 *S a t u r d a y*

Football, Joliet, 1 pm



28 *S u n d a y*





NOVEMBER

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29 M o n d a y

NOVEMBER

---

30 T u e s d a y

---

31 W e d n e s d a y

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1 T h u r s d a y

Focus '90 College & Career Night

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2 F r i d a y

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3 S a t u r d a y

---

4 S u n d a y



### Advising/Registration

See a counselor **NOW** to plan your program for next semester. Check to see what courses are needed to reach your educational goal. Contact the Educational Planning and Personal Counseling Centers in D142 or I117 for information and to make an appointment.

EARLY REGISTRATION will begin this month. Appointment cards are necessary. A general mailing to all students will give specific information.



NOVEMBER

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5 *M o n d a y*

Math Anxiety Support Group, D104, 12-1 pm

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6 *T u e s d a y*

---

7 *W e d n e s d a y*

Friends of Harper Meeting

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8 *T h u r s d a y*

---

9 *F r i d a y*

Veteran's Day observed (no classes)

All Employee Day

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10 *S a t u r d a y*

Last Day, Withdrawals (16-week classes)

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11 *S u n d a y*

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12 M o n d a y

Seminar - How to Transfer, 12 noon



Magician Bob Garner, Student Center, 12 noon

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13 T u e s d a y

---

14 W e d n e s d a y

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



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15 T h u r s d a y

Seminar - How to Transfer, 5 pm

Great American Smokeout

Office Education Open House, 7 pm

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16 F r i d a y

---

17 S a t u r d a y

---

18 S u n d a y

# NOVEMBER

19 *M o n d a y*

Math Anxiety Support Group, D104, 12-1 pm

20 *T u e s d a y*

Last Day, Withdrawals (second 8 - week classes)

Men's Basketball, Waukesha Tech, 7 pm 

21 *W e d n e s d a y*

Nursing Program Information Meeting, 1:30 pm

22 *T h u r s d a y*

Thanksgiving Day  
No Classes

23 *F r i d a y*

No Classes  
Thanksgiving Basketball Tournament  
(W) 1 & 3 pm, (M) 6 & 8 pm 

24 *S a t u r d a y*

No Classes  
Thanksgiving Basketball Tournament  
(M) 1 & 3 pm, (W) 6 & 8 pm

25 *S u n d a y*

No Classes



NOVEMBER  
DECEMBER

---

26 M o n d a y

Classes Resume

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27 T u e s d a y

---

28 W e d n e s d a y

---

29 T h u r s d a y

---

30 F r i d a y

Comedy - Mark Russell, Building M, 8 pm

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1 S a t u r d a y

Admission Deadline, Nursing

Men's Basketball, Waubesa, 3 pm



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2 S u n d a y

# DECEMBER

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3 *M o n d a y*

Math Anxiety Support Group, D104, 12-1 pm

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4 *T u e s d a y*

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5 *W e d n e s d a y*



Tree Trimming Party Student Center, 12 noon

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6 *T h u r s d a y*

Women's Basketball, Lake County, 5 pm



Men's Basketball, St. Francis, 7:00 pm

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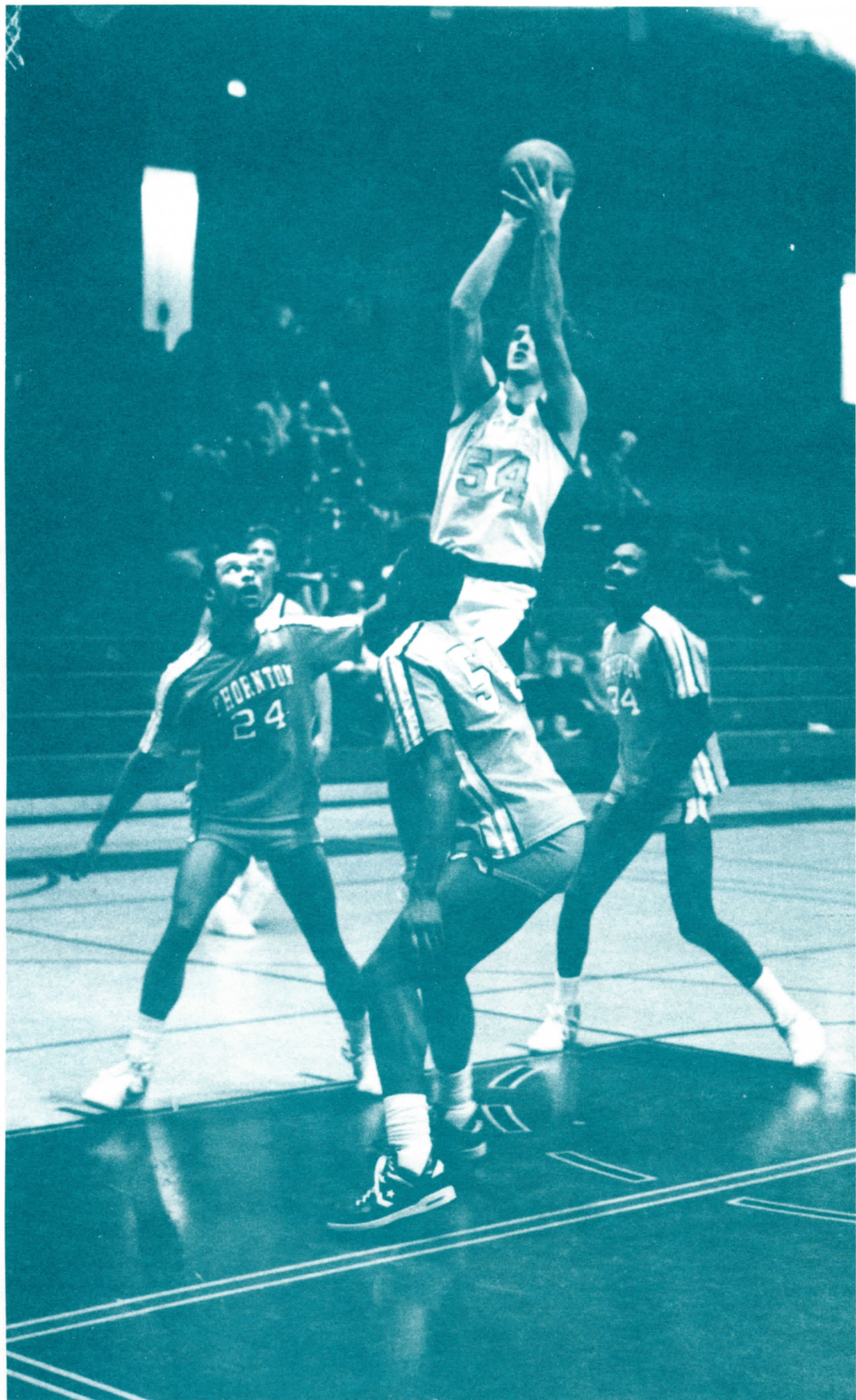
7 *F r i d a y*

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8 *S a t u r d a y*

---

9 *S u n d a y*





# DECEMBER

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10 *M o n d a y*

Final Exams

Math Anxiety Support Group, D104, 12-1 pm

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11 *T u e s d a y*

Final Exams



Basketball, Truman (W) 5 pm, (M) 7 pm

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12 *W e d n e s d a y*

Final Exams

---

13 *T h u r s d a y*

Final Exams

---

14 *F r i d a y*

Final Exams

---

15 *S a t u r d a y*

Final Exams

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16 *S u n d a y*

Basketball, McHenry (W) 1 pm, (M) 3 pm



Semester Break Begins



# DECEMBER

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17 *M o n d a y*

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18 *T u e s d a y*

---

19 *W e d n e s d a y*

Nursing Program Information Meeting, 1:30 pm

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20 *T h u r s d a y*

---

21 *F r i d a y*

---

22 *S a t u r d a y*

---

23 *S u n d a y*



24 M o n d a y

Christmas Eve - Offices Closed

25 T u e s d a y

Christmas - Offices Closed

26 W e d n e s d a y

Christmas Week - Office Hours to be Determined

27 T h u r s d a y

Christmas Week - Office Hours to be Determined

28 F r i d a y

Christmas Week - Office Hours to be Determined

29 S a t u r d a y

Women's Basketball, Highland, 1 pm 

30 S u n d a y

DECEMBER

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31 *M o n d a y*

New Year's Eve - Offices Closed

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1 *T u e s d a y*

New Year's Day - Offices Closed

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JANUARY

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# Meetings - A Valuable Resource

Seminars, information sessions and support group meetings at Harper are so numerous that it is virtually impossible to list them all in this semester's Datebook. If you have educational or personal concerns you'd like help with, please check the Datebook listings first, then ask at a Student Development Center--there may be a session already scheduled that is just what you're looking for.

If you are planning to transfer to a four-year college or university, don't miss the transfer seminar(s) that apply to you:

## TRANSFER INFORMATION SESSIONS FALL, 1990 Building I, Room 117

Wednesday, September 26	12-1:00 pm	Northern Illinois University
	5:30-6:30 pm	Northern Illinois University
Wednesday, October 3	12-1:00 pm	Southern Illinois University
Thursday, October 4	12-1:00 pm	Illinois State University
Wednesday, October 10	12-1:00 pm	Loyola University
Thursday, October 18	12-1:00 pm	Eastern Illinois University
Monday, November 12	12-1:00 pm	How to Transfer Seminar
Thursday, November 15	5-6:00 pm	How to Transfer Seminar

And if you plan to enter a limited enrollment program, you may wish to find out about the program through an information session such as the meetings held for prospective nursing students:

## Nursing Program Information Meetings Building E, Room 106 1:30-3:30, third Wednesday each month

These sessions provide information about prerequisites, selection and admission procedures, required courses, costs and financial aid, time considerations and further education.

This information meeting is open to *anyone* interested in exploring a career in nursing and learning about Harper's LPN and ADN (RN) programs. Attendance at this meeting is a prerequisite.

Check with a Student Development Center for other valuable resource meetings scheduled for this semester.

# 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.

## **Assessment and Testing, A148, ext. 2541**

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

## **Bookstore, A231, ext. 2275**

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

## **Box Office, J135, ext. 2547**

*Monday - Thursday	10:00 am-7:00 pm
Friday	10:00 am-4:30 pm
*Saturday	10:00 am-1:00 pm

## **Career Planning and Placement, A347, ext. 2220**

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

## **Center for New Students and Orientation, F132, ext. 2208**

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

## **Child Learning Center, I131, ext. 2262**

Monday - Friday	7:15 am-4:45 pm
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## **Disabled Student Services, D119, ext. 2266**

Monday - Friday	8:00 am-4:30 pm (Evenings by appointment)
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## **Educational Planning and Personal Counseling Centers,**

D142, ext. 2393	
Monday - Friday	8:30 am-4:30 pm
I117, ext. 2522	
*Monday - Wednesday	8:30 am-8:00 pm
Thursday - Friday	8:30 am-4:30 pm

## **Financial Aid, A364, ext. 2248 and**

## **Registrar, A213, ext. 2500 and**

## **Admissions, C101, ext. 2506**

*Monday - Thursday	8:00 am-8:00 pm
Friday	8:00 am-4:30 pm
*Saturday (two per month)	9:00 am-12:00 pm

## **Health Services, A362, ext. 2340**

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

## **Learning Assistance Center, F119, ext. 2715**

Monday - Friday	8:00 am-4:30 pm
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## **Library, F-2nd floor, ext. 2584**

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

## **Student Activities, A336, ext. 2242**

Monday - Friday	8:00 am-4:30 pm
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\*evening or weekend services available.

The following pages give additional information about many of the services and resources available to you. We encourage you to take advantage of all that Harper has to offer, and have a wonderful semester!



## **Specialized Services Meet Individual Needs...**

### **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 at one of these daily sessions.

### **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.

### **Child Learning Center**

The Child Development Program offers:

Child Care Room with flexible hours (7:15 am-4:45 pm) for a fee for parents who are on campus attending a class or workshop.

Preschool program for children of students, faculty and the community at large. The children are registered for set sessions which coincide with Harper's calendar.

Advance registration is required for both programs, and early registration is advised as the centers often reach capacity. For more information, call extension 2262.

The Northeast Center Campus offers a child care room with flexible hours daily when College is in session, if there is enough enrollment to maintain staffing, for parents attending a class or workshop. Morning preschool for the community is also available. For more information, call 708/537-8660.

## **And Help You Toward Academic Success**

### **Harper Learning Resources Center/Library**

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. In the second floor Library are the print collection, reference and related services, acquisitions and cataloging.

### **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 before the last day for withdrawals, as listed. If you fail to do so, you will receive an "F" grade in the course, instead of a withdrawal "W" designation.

The Student Development Centers in D142 and I117 can check a student's progress toward graduation with a new computer system. Stop in to check your progress toward a Harper College degree.

### **What to Do if You Get an Incomplete:**

1. Review the Incomplete Grade Contract you received from your instructor.
2. Complete all work by mid term of the following semester. (Spring semester incompletes must be made up by mid term 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.

### **Planning to Transfer?**

It 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, or the GIS computer program, D142 and I117, to find a college to match your needs and interests.

## Testing Services Can Help You Begin Your Program...

### Assessment and Testing Center

A148, extension 2541

- \*Math, English and reading assessment test 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.

### FALL 1990 SCHEDULE OF TESTS

DATE	TIME	PLACE	EVENT
Aug. 3	6-10 pm	E-106	G.E.D. Exam
Aug. 4	8-12 noon	E-106	G.E.D. Exam
Aug. 28	8:30 am	A-148	Nursing Entrance Exam
Sept. 11	7:30 pm	Cafe	G.E.D. Test Registration
Sept. 15	8:00 pm	TBA	C.F.P. Exam
Sept. 18	8:30 am	A-148	CLEP Exam
Sept. 21	6:00 pm	E-106	G.E.D. Exam
Sept. 22	8:30 am	A-148	CLEP Exam
Sept. 22	8:00 am	E-106	G.E.D. Exam
Sept. 25	8:30 am	A-148	Nursing Entrance Exam
Oct. 6	9:30 am	TBA	Nurse Aide Exam
Oct. 16	8:30 am	A-148	CLEP
Oct. 19	6:00 pm	E-106	G.E.D. Exam
Oct. 20	8:00 am	E-106	G.E.D. Exam
Oct. 20	8:30 am	A-148	CLEP Exam
Oct. 23	8:30 am	A-148	Nursing Entrance Exam
Oct. 27	8:00 am	TBA	ACT Entrance Exam
Nov. 6	7:30 am	Cafe	G.E.D. Test Registration
Nov. 10	8:00 am	E-107	NICET Exam
Nov. 13	8:30 am	A-148	CLEP Exam
Nov. 16	6:00 pm	E-106	G.E.D. Exam
Nov. 17	8:00 am	E-106	G.E.D. Exam
Nov. 17	8:30 am	A-148	CLEP Exam
Nov. 23	8:30 am	A-148	Nursing Entrance Exam
Dec. 8	8:00 am	TBA	ACT Entrance Exam
Dec. 14	6:00 am	E-106	G.E.D. Exam
Dec. 15	8:00 am	E-106	G.E.D. Exam
Dec. 18	8:30 am	A-148	Nursing Entrance Exam



# And The LAC Can Help You Improve Your Skills

## The Learning Assistance Center

F119, extension 2715

**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.

### 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.



# Harper Can Help You Find a Job for Today...

## 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.

### Student Employment

Working on the Harper College campus is one good way to become involved. Meet new people, learn something and have some fun, all while making extra money. There are job opportunities in most campus offices to 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.

### Working while you are in school

Most Harper College students work, balancing study and work responsibilities very well. To be successful at combining these, keep in mind that it is necessary to limit the number of credit hours you register for according to the number of hours you work. Good time management techniques are also necessary. If you feel you'd like some help with managing your work/study load, stop in one of the Student Development Centers in D142 or I117.

### 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.

### 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!

## Or a Career for the Future

### 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.

### 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.

## CAREER PLANNING AND PLACEMENT SEMINARS

### Fall '90, Room A-347

#### Career Interest Testing Workshops (two-session workshops)

Thursdays, September 6 and September 20	9-11 am
Tuesdays, September 25 and October 9	1-3 pm
Mondays, October 15 and October 29	6-8 pm
Thursdays, November 15 and November 29	9-11 am

#### Career Changes

Wednesday, September 12	12-1 pm
Tuesday, December 4	6-7 pm

#### Interviewing Techniques

Tuesday, September 18	6-7 pm
Wednesday, October 17	5-6 pm
Monday, November 12	6-7 pm
Tuesday, November 27	6-7 pm

#### Job Search Techniques

Monday, September 24	6-7 pm
Thursday, October 25	6-7 pm
Tuesday, November 20	6-7 pm
Wednesday, December 12	6-7 pm

#### Resume Writing

Tuesday, October 9	6-7 pm
Wednesday, November 7	5-6 pm
Monday, December 3	6-7 pm

#### Careers In The '90s

Wednesday, October 10	5-6 pm
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#### Focus '90

Thursday, November 1	4:30-10 pm
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# And There Are Services to Meet Health and Counseling Needs

## 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 well-ness 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  
Peer Advisors Listening to Students (PALS) 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.

## Support Group Meetings

- ACOA - Tuesdays, 7:30 pm, beginning September 11
- AA - Wednesdays, 12 noon, beginning September 5  
Thursdays, 7:30 pm, beginning September 20
- AI Anon - Mondays, 8:00 pm, beginning October 1

For additional information, call the DAWN office at extension 2626.

## Dental Hygiene Clinic

offers a variety of services at minimal charge to adults from the Harper community.

Treatment provided by advanced students under the supervision of licensed hygienists and dentists include:

- Examination and cleaning of teeth
- Fluoride treatments
- Examination for gum disease
- Oral hygiene instruction
- Radiography (x-rays and report can be sent to patient's private dentist)

For further information on the Clinic, call extension 2534.



## **Educational Planning and Personal Counseling Centers**

D142, extension 2393

I117, extension 2522

### **Educational Planning**

Two centers, located in D142 and I117, 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 I117 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, extension 2393, or I117, extension 2522, or may participate in a group counseling program. Some current 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.

### **PALS**

#### **Peer Advisors Listening to Students**

Students caring about students' concerns, PALS are volunteers providing student-to-student information and caring. The program is sponsored by DAWN. For further information, contact the DAWN office in Health Services, A362, extension 2626.



# Campus Directory 708/397-3000

## President's Office

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

## Academic Affairs

Dennis Conners	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 and Veterans Affairs	A364	2622
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## Registrar's Office

Steve Catlin	Dean of Admissions and Registrar	A213	2303
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## Student Activities

Jeanne Pankanin	Director	A338	2242
	Health Services	A362	2268

## Academic Enrichment and Language Studies Division

Liz McKay	Dean	F128	2204
Barbara Schmeltz	Administrative Assistant	F128	2204
Pat Mulcrone	Adult Educational Development	F127	2223
Jean Chapman	English as a Second Language	F127	2226
Sally Kozlar	Interpreter Training	D119	2266
Lee Vogel	Learning Assistance Center	F119	2715
Sally Kozlar	Sign Language Studies	D119	2266
Nimi Jonadoss	Tutoring Center	F132	2539
Rena Trevor	Women's Program	P124	2560

## Business and Social Science Division

Tom Johnson	Dean	J249	2221
Rose Trunk	Accounting Aide	J256	2354
Maria Coons	Banking and Savings	J274	2563
Bob Zilkowski	Business Information Management	I214	2555
Maria Coons	Commercial Credit Management	J274	2563
Virginia Bender	Data Processing	I220	2817
Paul Faham	Economics	I109	2812
Peggy Maas	Executive Secretary Development and Secretarial Office Management	I212	2516
Maria Coons	Financial Management	J274	2563
Lou Buchenot	Food Service Management	A133	2578
Les Hook	History - Political Science	I109	2431
Don Sedik	International Marketing	I205b	2357
Suzanne Havlic	Journalism	A379	2562
Peg Smith	Legal Secretary	I222	2351
Sharrie Hildebrandt	Legal Technology	J163	2407
Don Sedik	Marketing - Management	I205b	2357
Gene Magad	Material Management	J264	2358
Virginia Bender	Microcomputers in Business	I220	2817
Mike Ostrowski	Psychology	J158	2435
Wally Davis	Real Estate	J246	2520
Ron Stewart	Sociology	J171	2433
Barbara Radebaugh	Supervisory and Administrative Management	J272	2438
Bob Zilkowski	Word Processing	I214	2555

### Life Science and Human Services Division

Pat Bourke	Dean	D191d	2523
Jim Arnesen	Biology	D291f	2348
Liz Thompson	Certified Habilitation Aide	D191	2523
Carol Neuhauser	Child Development	D291a	2238
Jane Thomas	Child Learning Center	I123	2262
Kim Knudsen			
George Evans	Criminal Justice	D268	2239
Marianne Holt	Dental Hygiene	D159	2474
Jane Allendorph	Dietetic Technology	D192a	2537
Pat Wisner	Health Care Program — Continuing Education	D192b	2687
Vera Davis	Medical Office Assistance/Transcription	D197b	2444
Judy Dincher	Nursing	D191	2523
Ed Metcalf	Parks and Grounds Operation/ Management	V104	2411
Randy Illg		T101	2857
Bob Barger	Pharmacy Technician Program	D191	2476
Judy Dincher	Operating Room Technician	D191c	2533

### Physical Education, Athletics and Recreation

John Gelch	Dean	M213	2846
Tom Choice	Athletic Academic Coordinator	M222	2466
Will Hoffman	Cardiac Exercise Technician Program		
	Human Performance Lab	M216	2486
Bob Nolan	Physical Education	M214	2479
Tom Choice	and Recreation	M222	2466

### Technology, Mathematics and Physical Sciences Division

George Dörner	Dean	H119	2374/2375
Joe Yohanan	Architectural Technology	H216	2367
Roger Mussell	Automation	H214	2546
Jeanne Murphy	Building Codes and Enforcement	J151	2379
Dave Macaulay	Chemistry	D243	2450
Duane Sell		D245	2408
Roger Mussell	Electronics	H126	2546
Bob Campbell	Engineering	H233	2798
Mike Lackman	Fire Science	J151	2841
Margaret Scott	Mathematics	D205	2401
Tom McCabe	Machine Shop, Welding and Numerical Control	D204	2402
		H119	2374
Bill Hack	Mechanical Engineering Tech	H233	2798
Larry Knight	Physical Science	D140	2589
Guido Norini	Refrigeration/Air Conditioning	H233	2800
John Shola		H214	2823

### Continuing Education and Program Services Division

Bill Howard	Dean	C102	2655
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### Disabled Student Services

Tom Thompson	Coordinator	D119	2266
	Student Development		
	Counselor/Advisor	D119	2266
	Interpreting Services	D119	2266
		TTY-397-7600	

### Learning Assistance Center

Lee Vogel	Director	F119	2715
	Tutoring Center	F132	2539

### Learning Resources Center

Al Dunikoski	Dean	F204	2550
	Reference Desk		2769

### Liberal Arts Division

J. Harley Chapman	Interim Dean	F313	2202
Ben Dallas	Art	C211	2329
Gil Tierney	English	F352a	2482
Pauline Buss		F334	2322
Sandy Clark	Fashion Design	H116	2319
John Davis	Foreign Language	F338	2256
Martha Simonsen	Humanities	F337b	2326
Diane Batzkall	Interior Design	H231	2790
Bob Tillotson	Music	P207	2569
Will Williamson	Philosophy	F348	2403
Mary Jo Willis	Speech	A139	2448



**William Rainey Harper College**

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