

# Spring

William Rainey Harper College

1990



Datebook

## Second Semester - Spring, 1990

Registration as scheduled	November-January 9
Open Registration	January 10, 11, 13
Martin Luther King's Birthday (Classes Not in Session)	January 15
Classes Begin	January 16
Last Day for Late Registration	January 19
Last Day for Adding Classes	January 19
Last Day for Refunds*	January 27
Lincoln's Birthday (Classes Not in Session)	February 12
Midterm	March 9
Spring Vacation	March 18-25
Classes Resume	March 26
Last Day for Withdrawals	April 12
Good Friday (Classes Not in Session)	April 13
Final Exam Week	May 14-18
Graduation	May 20

\*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 deadline to withdraw - April 12, 1990.

BT 15122

**Spring 1990**

# **Dat e b o o k**

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Provided by

Student Development,

Harper College

## Welcome to Spring 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, and
- 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 SPRING!

Joan Kindle  
Dean, Student Development



### Pat Ryan

Former 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."

# Educational Planning and Personal Counseling Centers

D142, ext. 2393

I117, ext. 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.

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## Things To Do



**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."

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### Things To Do

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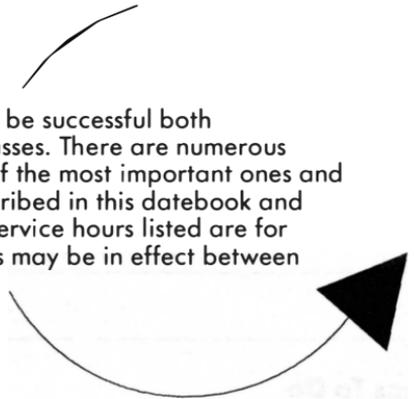
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## On Campus Services for Students

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 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

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

\*Monday - Wednesday 8:30 am-8:00 pm

Thursday - Friday 8:30 am-4:30 pm

## **Center for New Students & Orientation,**

F132, ext. 2208

\*Monday - Wednesday 8:30 am-8:00 pm

Thursday - Friday 8:30 am-4:30 pm

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

\*Monday - Thursday 8:00 am-9:00 pm

Friday 8:00 am-4:30 pm

## **Assessment & 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

## **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 (2 per month) 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 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

## **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

\*evening services available.

# January

**M**

**8**

**T**

**9**

**W**

**10**

Final Open Registration  
Building A

**T**

**11**

Final Open Registration  
Building A

**F**

**12**

**S**

**13**

Final Open Registration  
Building A

**S**

**14**

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



## 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.

### Study Skills for College Survival

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.

For more information, contact one of the Student Development Centers in D142 or I117, described on page 3.

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## Things To Do

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Not to decide is to decide.  
Anonymous

# January

Career Testing I Workshop, 9:00-11:00 am

Career Transitions, 6:00-7:00 pm

**M**  
**22**

DAWN Enlightenment: "Identifying & Using Your Personal Strengths",  
12:00 noon

Interviewing Techniques, 6:00-7:00 pm

**T**  
**23**

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

**W**  
**24**

**T**  
**25**

**F**  
**26**

**Last Day for Refunds for 16-week classes, 12:00 noon**

**S**  
**27**

**S**  
**28**

DECEMBER							JANUARY							FEBRUARY							
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30	31																				



# January-February

**M**

**29**

**T**

**30**

Transfer Information Session/UI-Urbana University, 3:30-4:30 pm

**W**

**31**

**T**

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**4**

DECEMBER	JANUARY	FEBRUARY
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## 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.

## 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.

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

*Anonymous*

## Things To Do

# February

Math Anxiety Support Group, 1:00-2:00 pm

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

**M**

**5**

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

DAWN Enlightenment: "Bring Your Own Balance", 12:00 noon

**T**

**6**

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

**W**

**7**

The Juggling Act & The Stresses of Re-entry (for Adult Students)  
9:00-11:00 am

**T**

**8**

**F**

**9**

**S**

**10**

**S**

**11**

## JANUARY

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## FEBRUARY

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## MARCH

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# February

**Lincoln's Birthday** (Classes not in session)

**M**  
**12**

Career Testing I Workshop, 1:00-3:00 pm

The Juggling Act & The Stresses of Re-entry (for Adult Students)  
8:00-9:30 pm

**T**  
**13**

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

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

**W**  
**14**

Transfer Information Session/Northern Illinois University, 12:00-1:00 pm

Transfer Information Session/Northern Illinois University, 5:30-6:30 pm

**T**  
**15**

**F**  
**16**

**S**  
**17**

**S**  
**18**

JANUARY	FEBRUARY	MARCH
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21 22 23 24 25 26 27	18 19 20 21 22 23 24	18 19 20 21 22 23 24
28 29 30 31	25 26 27 28	25 26 27 28 29 30 31



# February

Math Anxiety Support Group, 1:00-2:00 pm

Interviewing Techniques, 1:00-2:00 pm

**M**  
**19**

Career Transitions, 1:00-2:00 pm

Transfer Information Session/Eastern Illinois University, 12:00-1:00 pm

**T**  
**20**

Blood Pressure Screening Day - various locations - Contact Health Service ext. 2268

Resume Writing Workshop, 6:00-7:00 pm

**W**  
**21**

Transfer Information Session/UI-Chicago University, 12:00-1:00 pm

Transfer Information Session/UI-Chicago University, 5:30-6:30 pm

**T**  
**22**

**F**  
**23**

**S**  
**24**

**S**  
**25**

JANUARY	FEBRUARY	MARCH
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# February-March

Career Transitions, 6:00-7:00 pm

**M**  
**26**

Non-Traditional Alternative Bachelor Degrees, 8:00-9:00 pm

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

**T**  
**27**

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

**W**  
**28**

**T**  
**1**

**F**  
**2**

Mammography Screening - Contact Health Service, ext. 2268

**S**  
**3**

**S**  
**4**

JANUARY	FEBRUARY	MARCH
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## **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."

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

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## **Things To Do**

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## **DAWN Enlightenments**

Community speakers will present monthly lunchtime seminars on topics related to drugs and alcohol. Please join us.

Call the DAWN office at 2626 for further information.

## **PALS**

Peer Advisors Listening to Students

Students caring about student's 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 Service A362, ext. 2626.

# March

Math Anxiety Support Group, 1:00-2:00 pm

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

National Collegiate Drug Awareness Week - Building A  
Contact DAWN, ext. 2626

**M**  
**5**

Study Skills for College Survival, 2:00-3:00 pm

Career Transitions, 9:00-10:00 am

DAWN Enlightenment: "Personal Perspectives on Recovery",  
12:00 noon

**T**  
**6**

Resume Writing Workshop, 6:00-7:00 pm

**W**  
**7**

Lo Fat Pig Out - Building A Cafeteria

**T**  
**8**

## Mid Term

National Collegiate Drug Awareness Week - Building A  
Contact DAWN, ext. 2626

Mammography Screening - Contact Health Service, ext. 2268

**F**  
**9**

**S**  
**10**

**S**  
**11**

### FEBRUARY

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### MARCH

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### APRIL

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## **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, 1117) 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.

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### **Things To Do**

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

*John Locke*

# March

Interviewing Techniques, 6:00-7:00 pm

**M**  
**12**

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

Non-Traditional Alternative Bachelor Degrees, 12:00-1:00 pm

**T**  
**13**

Career Testing I Workshop, 1:00-3:00 pm

**W**  
**14**

Transfer Information Session/Illinois State University, 12:00-1:00 pm

**T**  
**15**

**F**  
**16**

**S**  
**17**

**S**  
**18**

## FEBRUARY

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## MARCH

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## APRIL

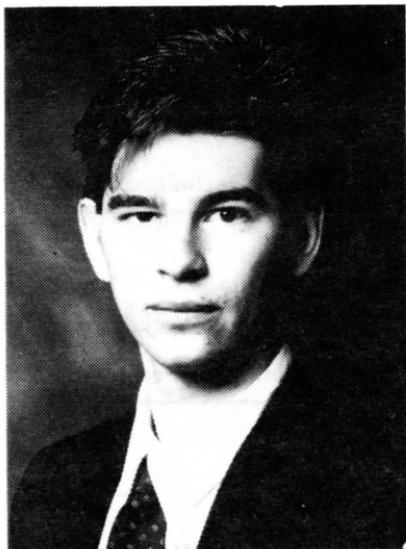
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## Career Planning Center

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

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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*





# March-April

Math Anxiety Support Group, 1:00-2:00 pm

**M**  
**26**

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

Risk Taking, 7:00-8:30 pm

**T**  
**27**

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

**W**  
**28**

**T**  
**29**

**F**  
**30**

Test Anxiety Seminar, 9:00 am-3:00 pm

**S**  
**31**

**S**  
**1**

FEBRUARY										MARCH										APRIL									
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## 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 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.

## 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 April 12, 1990. If you fail to do so, you will receive an "F" grade in the course, instead of a withdrawal "W" designation.

## Things To Do

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One of the best lessons that anyone can learn in life is how to use time wisely.

*William A. Irwin*

# April

Resume Writing Workshop, 6:00-7:00 pm

**M**  
**2**

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

DAWN Enlightenment: "Hooked on Hooked", 12:00 noon

Transfer Information Session/Southern Illinois University, 4:00-5:00 pm

Wellness Week

Transferring: What To Do When You Get There, 3:30-4:30 pm

**T**  
**3**

Interviewing Techniques, 6:00-7:00 pm

Transfer Information Session/Southern Illinois University, 12:00-1:00 pm

Wellness Week

Health Fair, 9:00 am-3:00 pm

**W**  
**4**

Wellness Week

**T**  
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**F**  
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**S**  
**8**

MARCH										APRIL							MAY							
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18	19	20	21	22	23	24				22	23	24	25	26	27	28	20	21	22	23	24	25	26	
25	26	27	28	29	30	31				29	30						27	28	29	30	31			

## 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, 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 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!

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## Things To Do

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If you want to make an easy job seem mighty hard,  
just keep putting off doing it.

*Olin Miller*

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# April

Math Anxiety Support Group, 1:00-2:00 pm  
 Career Testing I Workshop, 6:00-8:00 pm

**M**  
**9**

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

**T**  
**10**

Career Testing I Workshop, 1:00-3:00 pm  
 Transfer Information Session/Loyola University, 12:00-1:00 pm

**W**  
**11**

**Last Day to Withdraw from 16-week classes, 12:00 noon**

**T**  
**12**

**Good Friday** (Classes not in session)

**F**  
**13**

**S**  
**14**

**S**  
**15**

MARCH											APRIL											MAY										
				1	2	3	1	2	3	4	5	6	7				1	2	3	4	5											
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12												
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18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26												
25	26	27	28	29	30	31	29	30	27	28	29	30	31																			

## 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 Your Progress Toward Graduation

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.

## 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, to find a college to match your needs and interests.

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### Things To Do

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

*Will Rogers*

# April

Resume Writing Workshop, 1:00-2:00 pm

**M**  
**16**

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

Co-Dependence and Its Characteristics, 8:00-9:30 pm

**T**  
**17**

Interviewing Techniques, 6:00-7:00 pm

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

**W**  
**18**

**T**  
**19**

**F**  
**20**

**S**  
**21**

**S**  
**22**

MARCH							APRIL							MAY									
			1	2	3		1	2	3	4	5	6	7				1	2	3	4	5		
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18	19	20	21	22	23	24	22	23	24	25	26	27	28				20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30									27	28	29	30	31		



# April

Math Anxiety Support Group, 1:00-2:00 pm

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

**M**

**23**

Career Transitions, 6:00-7:00 pm

Test Anxiety, 7:00-8:30 pm

**T**

**24**

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

Test Anxiety, 9:00-11:00 am

**W**

**25**

**T**

**26**

**F**

**27**

**S**

**28**

**S**

**29**

MARCH							APRIL							MAY						
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18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

## **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.

## **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**

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## **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.

All men by nature desire to learn.  
*Aristotle*

# April-May

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

**M**  
**30**

DAWN Enlightenment, 12:00 noon  
Job Search Techniques, 1:00-2:00 pm

**T**  
**1**

Resume Writing Workshop, 6:00-7:00 pm

**W**  
**2**

**T**  
**3**

**F**  
**4**

**S**  
**5**

**S**  
**6**

MARCH							APRIL							MAY							
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18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
25	26	27	28	29	30	31	29	30						27	28	29	30	31			



Math Anxiety Support Group, 1:00-2:00 pm

**M**  
**7**

Interviewing Techniques, 6:00-7:00 pm

**7**

Career Transitions, 6:00-7:00 pm

**T**  
**8**

**8**

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

**W**  
**9**

Non-Traditional Alternative Bachelor Degrees, 8:00-9:00 pm

**9**

**T**  
**10**

**10**

**F**  
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**S**  
**13**

**13**

APRIL							MAY					JUNE								
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8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23
22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30
29	30																			

# May

**FINAL EXAM WEEK**

**M**  
**14**

**T**  
**15**

**National Employee Fitness Day**

**W**  
**16**

**T**  
**17**

**F**  
**18**

**S**  
**19**

**Graduation**

**S**  
**20**

## APRIL

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

## MAY

1 2 3 4 5  
6 7 8 9 10 11 12  
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20 21 22 23 24 25 26  
27 28 29 30 31

## JUNE

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

# Campus Directory 708/397-3000

## President's Office

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

## 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 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
Pal Mulcrone	Adult Educational Development	F127	2223
Jean Chapman	English as a Second Language	F127	2226
Sally Koziar	Interpreter Training	D119	2266
Lee Vogel (on leave)	Learning Asst Center	F119	2715
Sally Koziar	Sign Language Studies	D119	2266
Nimi Jonadoss	Tutoring Center	F132	2539
Rena Trevor	Women's Program	P124	2560

There is only one success - to be able to spend your life in your own way.

*Christopher Morley*

## 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 (Sabbatical leave)	Journalism	A379	2562
Peg Smith	Legal Secretary	I222	2351
Sharrise Hildebrandt	Legal Technology	J163	2407
Don Sedik	Marketing - Management	I205b	2357
Gene Magad	Material Management	J264	2358
Virginia Bender	Micro Computers 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

## 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

## Learning Assistance Center

Lee Vogel	Director	F119	2715
	Tutoring Center	F132	2539

## Learning Resources Center

Al Dunikowski	Dean	F204	2550
	Reference Desk		2769

## Liberal Arts Division

Martin Ryan	Dean	F313	2285
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
J. Harley Chapman	Humanities	F347	2404
Diane Batzkall	Interior Design	H231	2790
Bob Tillotson	Music	P207	2569
Will Williamson	Philosophy	F348	2403
Mary Jo Willis	Speech	A139	2448

## 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 Assistant/Transcription	D197b	2444
Judy Dincher	Nursing	D191	2523
Ed Metcalf	Parks and Grounds Operation	V104	2411
Randy Illg	Management	T101	2857
Bob Barger	Pharmacy Tech	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		D204	2402
	Machine Shop, Welding and Numerical Control	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

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

*Oliver Wendell Holmes*



**William Rainey Harper College**

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