

STUDENT DATEBOOK



FALL 1991

WILLIAM RAINEY HARPER COLLEGE

1991-92

**William Rainey Harper College
Academic Calendar**

Summer Session, 1991

Final Open Registration	_____	May 30, June 1
Classes Begin	_____	June 3
Last Day for Late Registration	_____	June 4
Last Day for Adding Classes	_____	June 4
Last Day for Refunds*	_____	June 7
Midterm	_____	July 1
Independence Day (Classes Not in Session)	_____	July 4
Last Day for Withdrawals	_____	July 11
Final Exams	_____	July 24, 25

First Semester — Fall, 1991

Registration as scheduled	_____	April through August 19
Faculty Report	_____	August 20
Final Open Registration	_____	August 21, 22, 24
Classes Begin	_____	August 26
Last Day for Late Registration	_____	August 28
Last Day for Adding Classes	_____	August 28
Labor Day (Classes Not in Session)	_____	September 2
Last Day for Refunds	_____	September 7
Midterm	_____	October 19
Veterans' Day Observed (Classes Not in Session)	_____	November 8
Last Day for Withdrawals	_____	November 18
Thanksgiving Vacation (Classes Not in Session)	_____	November 28-December 1
Classes Resume	_____	December 2
Final Exam Week	_____	December 16-21
Semester Break Begins	_____	December 22

*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.

Each person's Harper experience is made up of a wealth of activities. The Harper College Datebook contains entries that reflect a number of 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. By using your Datebook, you can plan to include both the "must-do" and "like-to" activities of the semester at Harper.

Currently, the Datebook 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. 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.

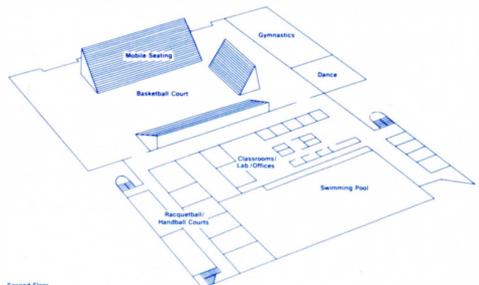
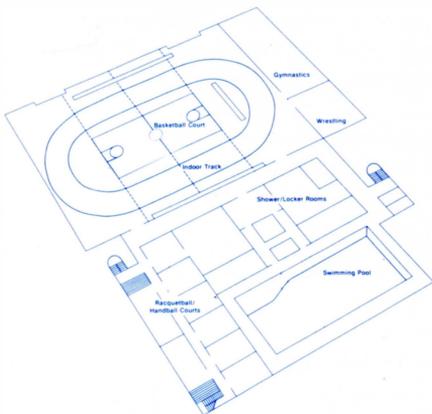
Athletics and Sports

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.



Second Floor

Bookstore Hours

(Classes in Session)

Mon.-Thurs.	7:45 am- 7:00 pm
Friday	7:45 am- 4:30 pm
Saturday	9:00 am-12:00 pm

Special Hours: (Summer hours are as posted.)

July 24-25	Textbook Buyback 8:30 am-3:00 pm & 4:00-6:30 pm
July 29	Textbook Buyback 8:30 am-3:00 pm & 4:00-6:30 pm
August 19	Extended Hours: 7:45 am-8:00 pm
August 21-22	Extended Hours: 7:45 am-9:00 pm
August 24	Extended Hours: 9:00 am-1:00 pm
August 26-29	Extended Hours: 7:45 am-9:30 pm
August 30	Extended Hours: 7:45 am-6:00 pm
September 9	Last Day for Textbook Return
December 16-19	Textbook Buyback 8:30 am-3:00 pm & 4:00-6:30 pm
December 20	Textbook Buyback 8:30 am-3:30 pm
December 21	Textbook Buyback 9:00 am-12 noon

BOOK REFUNDS

Save Your Receipts

Textbooks may be returned for a full refund during the first two weeks of the current fall and spring semesters and the first week of the current summer semester provided the book is unmarked, in saleable condition, and accompanied by a Bookstore cash register receipt.

Books containing software are non-returnable if software package is opened or the plastic shrink wrap is removed.

Refunds will not be given on any books purchased during the last two weeks of class or during the final exam period. At all other times refunds will be given within one (1) week of purchase if accompanied by receipt.

Purchases paid by check must be presented within the refund period. Bookstore reserves the right to redeem check refunds ten (10) working days after date of check.

BOOK BUY BACK

Books will be purchased the week of finals at 50% of new price or wholesale value. Price based upon next semester use.

Not Acceptable:

Old Editions	Books w/tapes
Lab Books	Damaged
Work Books	Coverless
Study Guides	Water-marked
Tapes	IBM Material

J U L Y

1 MONDAY

Midterm
Deadline to Petition for Graduation

2 TUESDAY

3 WEDNESDAY

4 THURSDAY



Independence Day
Classes not in session

5 FRIDAY

6 SATURDAY

7 SUNDAY

J U L Y

8 MONDAY

9 TUESDAY



Film - **The Grifters** - J143, Free, 7:30 pm

10 WEDNESDAY



Blood Drive, A242, 9 am - 3 pm
Reptile World - J143, 7:30 pm

11 THURSDAY



Last Day for Withdrawals
(Summer 8-Week Classes)

12 FRIDAY

13 SATURDAY

14 SUNDAY

J U L Y

15 MONDAY



The Physical Comedy of Murph - J143, 7:30 pm

16 TUESDAY

17 WEDNESDAY

18 THURSDAY



Film - **Jacob's Ladder** - J143, Free, 7:30

19 FRIDAY

20 SATURDAY

21 SUNDAY



Campus Tours

Familiarize yourself with the Harper College Campus. Take a campus tour, led by a current Harper student, Wednesdays at 11:15 am, Thursdays at 3:30 pm or Saturdays at 10:30 am. Tours leave from Admissions, C101. Call extension 2707 to reserve a space.

J U L Y

22 MONDAY



Film - **Rescuers Down Under** - J143, Free,
7:30 pm

Fall Registration, Evening/Continuing/
Returning Students - Dining Hall, 6-8 pm

23 TUESDAY

24 WEDNESDAY



Final Exams

25 THURSDAY



Final Exams

26 FRIDAY

27 SATURDAY

28 SUNDAY



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

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.

JULY / AUGUST

29 MONDAY

Tuition and Fees Due for Early Fall Registration

30 TUESDAY

31 WEDNESDAY

1 THURSDAY

Admission Deadline: Dental Hygiene,
Dietetic Technician,
Operating Room Technician

2 FRIDAY

3 SATURDAY

4 SUNDAY



AUGUST

5 MONDAY

 Telephone Registration - 10 am-8 pm

6 TUESDAY

 Telephone Registration - 10 am-8 pm

7 WEDNESDAY

 Telephone Registration - 10 am-8 pm

8 THURSDAY

 Telephone Registration - 10 am-8 pm

9 FRIDAY

10 SATURDAY

11 SUNDAY

AUGUST

12 MONDAY

 Telephone Registration - 10 am-8 pm

13 TUESDAY

 Telephone Registration - 10 am-8 pm

14 WEDNESDAY

 Telephone Registration 10 am-8 pm

15 THURSDAY

 Telephone Registration 10 am-8 pm

16 FRIDAY

17 SATURDAY

18 SUNDAY



AUGUST

19 MONDAY

Telephone Registration - 10 am-8 pm
Tuition and Fees Due, Telephone Registration

20 TUESDAY

Faculty Report

21 WEDNESDAY

Final Open Registration
12-4 pm - New Students
4-8:30 pm - All Students

22 THURSDAY

Final Open Registration
4:30 - 8:30 pm - All Students

23 FRIDAY

24 SATURDAY

Final Open Registration
9 am-12 noon - All Students

25 SUNDAY

AUGUST / SEPTEMBER

26 MONDAY

Classes Begin
Late Registration - 9 am-3 pm and 6-8:30 pm

27 TUESDAY

Late Registration 9 am-3 pm and 6-8:30 pm

28 WEDNESDAY

Last Day for Late Registration and Adding Classes
9 am-3 pm and 6-8:30 pm

29 THURSDAY

30 FRIDAY

31 SATURDAY



Football - Joliet (away)

1 SUNDAY

Admission Deadline: Nursing (second level)



SEPTEMBER

2 MONDAY

L Labor Day
Classes not in session

3 TUESDAY

4 WEDNESDAY



Women's Tennis - College of St. Francis
3 pm (home)

5 THURSDAY

6 FRIDAY

7 SATURDAY

Last Day for Refunds (1 6-week classes)



Football - Illinois Valley, 1 pm (home)
Volleyball - Morton Quad (away)

8 SUNDAY



SEPTEMBER

9 MONDAY



Math Anxiety Drop-in Support Group -
D104, 12-1pm

10 TUESDAY



Volleyball - Illinois Valley (away)



Women's Tennis - Joliet (away)

11 WEDNESDAY



Blood Drive - A242, 8:30 am-3:30 pm
Ice Cream Social - College Center Lounge, 12 noon

12 THURSDAY



Volleyball - Lake County (away)



Women's Tennis - Rock Valley (away)

13 FRIDAY

14 SATURDAY



Football - Grand Rapids Jr. College, 1 pm (home)



Volleyball - Harper Invite, 9 am (home)



Women's Tennis - Harper Invite, 9 am (home)

15 SUNDAY



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

16 MONDAY

17 TUESDAY



Volleyball - Joliet, 5:30 pm (home)



Women's Tennis - College of DuPage,
3 pm (home)

18 WEDNESDAY

19 THURSDAY



Volleyball - Waubensee Quad (away)



Women's Tennis - Moraine Valley, 3 pm (home)

20 FRIDAY

21 SATURDAY



Football - College of DuPage, 1 pm (home)



Volleyball - Muskegon Tourney (away)

22 SUNDAY

SEPTEMBER

23 MONDAY

 Clubs & Organization Days -
College Center, 9 am - 2 pm

 Math Anxiety Drop-In Support Group -
D104, 12-1pm

24 TUESDAY

 Clubs & Organization Days -
College Center, 9 am-2 pm

 Volleyball - Rock Valley (away)

 Women's Tennis - South Suburban (away)

25 WEDNESDAY

26 THURSDAY

 Volleyball - Kishwaukee, 7:30 pm (home)

 Women's Tennis - Triton, 3 pm (home)

27 FRIDAY

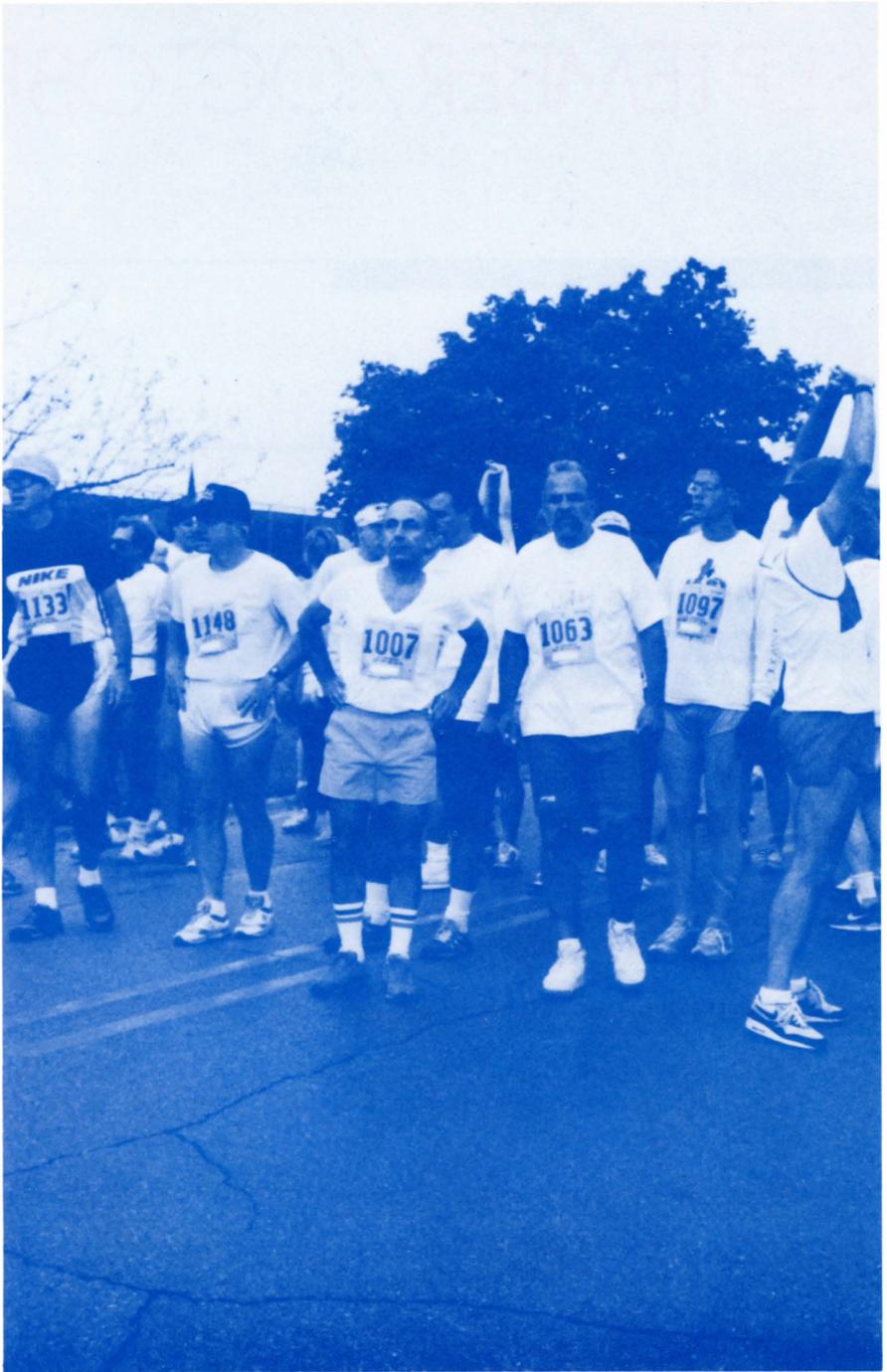
28 SATURDAY

 Horizons of Hope ACOA Seminar -
J143, 8:30 am-3:30 pm
(Preregister through DAWN)

 Football - Moraine Valley (away)

 Women's Tennis Triangular (away)

29 SUNDAY



SEPTEMBER/OCTOBER

30 MONDAY

1 TUESDAY



Volleyball - College of DuPage, 5:30 pm (home)



Women's Tennis - Illinois Valley (away)

2 WEDNESDAY



Health Service Open House/Screenings -
A362, 8 am-8 pm

3 THURSDAY



Volleyball - Waubensee (away)

4 FRIDAY



Women's Tennis - Conference meet -
Moraine Valley (away)

5 SATURDAY



Football - Rock Valley (away)



Women's Tennis - Conference meet -
Moraine Valley (away)



Volleyball - Highland Tourney (away)

6 SUNDAY



Harper's Run for Wellness, 9 am
(Register at extension 2466)

OCTOBER

7 MONDAY



Math Anxiety Drop-in Support Group -
D104, 12-1pm

8 TUESDAY



Volleyball - McHenry Quad (away)

9 WEDNESDAY

10 THURSDAY



Volleyball - Moraine Valley/Sauk Valley (away)



Women's Tennis Regional through Saturday -
College of DuPage (away)

11 FRIDAY

12 SATURDAY



Football - Triton, 1 pm (home)

13 SUNDAY



OCTOBER

14 MONDAY



Columbus Day



Intercultural Week Begins (October 14-17)



National Collegiate Alcohol Awareness Week Begins (Call DAWN for information)

15 TUESDAY

16 WEDNESDAY

17 THURSDAY



Volleyball - Elgin/Highland (away)

18 FRIDAY

19 SATURDAY



Midterm

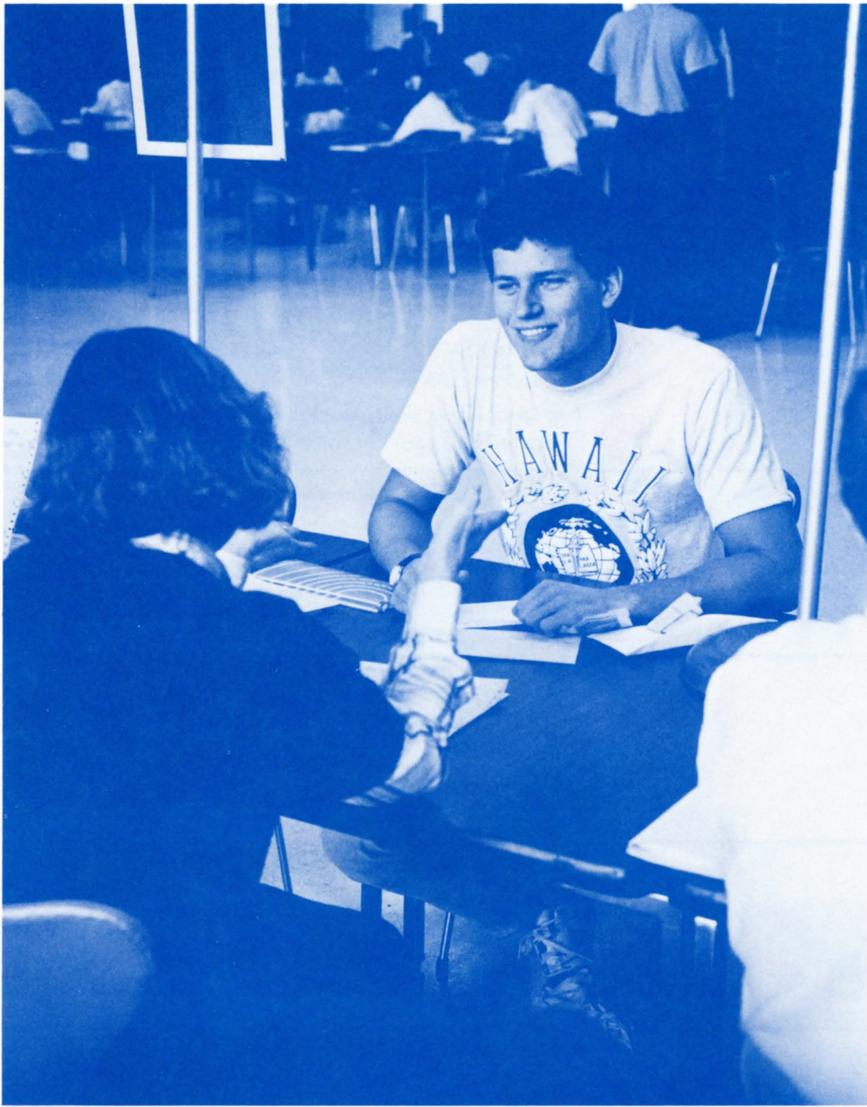


Volleyball - N4C Tourney - Triton (away)

20 SUNDAY



National Adult Immunization Week Begins/
Free immunizations through Health Service
Football - Wisconsin/LaCrosse JV (away)



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 Academic Advising 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.

OCTOBER

21 MONDAY

 Math Anxiety Drop-in Support Group -
D104, 12-1 pm

22 TUESDAY

 Volleyball - Wright, 5 pm (home)

23 WEDNESDAY

24 THURSDAY

 Volleyball - Oakton (away)

25 FRIDAY

26 SATURDAY

 Volleyball Region IV Tourney Round 1 - TBA

27 SUNDAY



OCTOBER/NOVEMBER

28 MONDAY



Football - Millikin JV (away)

29 TUESDAY



Volleyball Region IV Tourney Round 2 - TBA

30 WEDNESDAY



Harper Employee Fitness Day
(Registration, extension 2268)

31 THURSDAY



Volleyball Region IV Tourney Finals, TBA (home)

1 FRIDAY

2 SATURDAY



Football - Region IV Playoffs - TBA

3 SUNDAY



President Thompson speaks to employees on the state of the College.

NOVEMBER

4 MONDAY

 Math Anxiety Drop-in Support Group
D104, 12-1pm

5 TUESDAY

6 WEDNESDAY

7 THURSDAY

8 FRIDAY



Veteran's Day Observed
Classes not in session
All Employee Day

9 SATURDAY



Football - Region IV Championship - TBA

10 SUNDAY



NOVEMBER

11 MONDAY

12 TUESDAY



Men's Basketball - Morton, 7 pm

13 WEDNESDAY

14 THURSDAY

15 FRIDAY

16 SATURDAY

17 SUNDAY



NOVEMBER

18 MONDAY



Last Day for Withdrawals
Math Anxiety Drop-in Support Group
D104, 12-1 pm

19 TUESDAY



Men's Basketball - Kankakee, 7 pm

20 WEDNESDAY



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

21 THURSDAY



Great American Smokeout
Men's and Women's Basketball -
Waubonsee (away)

22 FRIDAY

23 SATURDAY



Women's Basketball - Highland (away)

24 SUNDAY

NOVEMBER/DECEMBER

25 MONDAY

26 TUESDAY



Men's Basketball - Oakton, 7 pm (home)

27 WEDNESDAY

28 THURSDAY



Thanksgiving Day
No Classes

29 FRIDAY

No Classes
Harper Basketball Tourney (home)
Women - 3 and 5 pm
Men - 6 and 8 pm

30 SATURDAY



No Classes
Harper Basketball Tourney (home)
Men - 1 and 3 pm
Women - 6 and 8 pm

1 SUNDAY

No classes
Admission Deadline: Nursing,
Emergency Medical Technician

DECEMBER

2 MONDAY



Hanukkah Observance Begins
Classes Resume

3 TUESDAY



Women's Basketball - Sauk Valley, 5 pm (home)
Men's Basketball - Judson, 7 pm (home)

4 WEDNESDAY



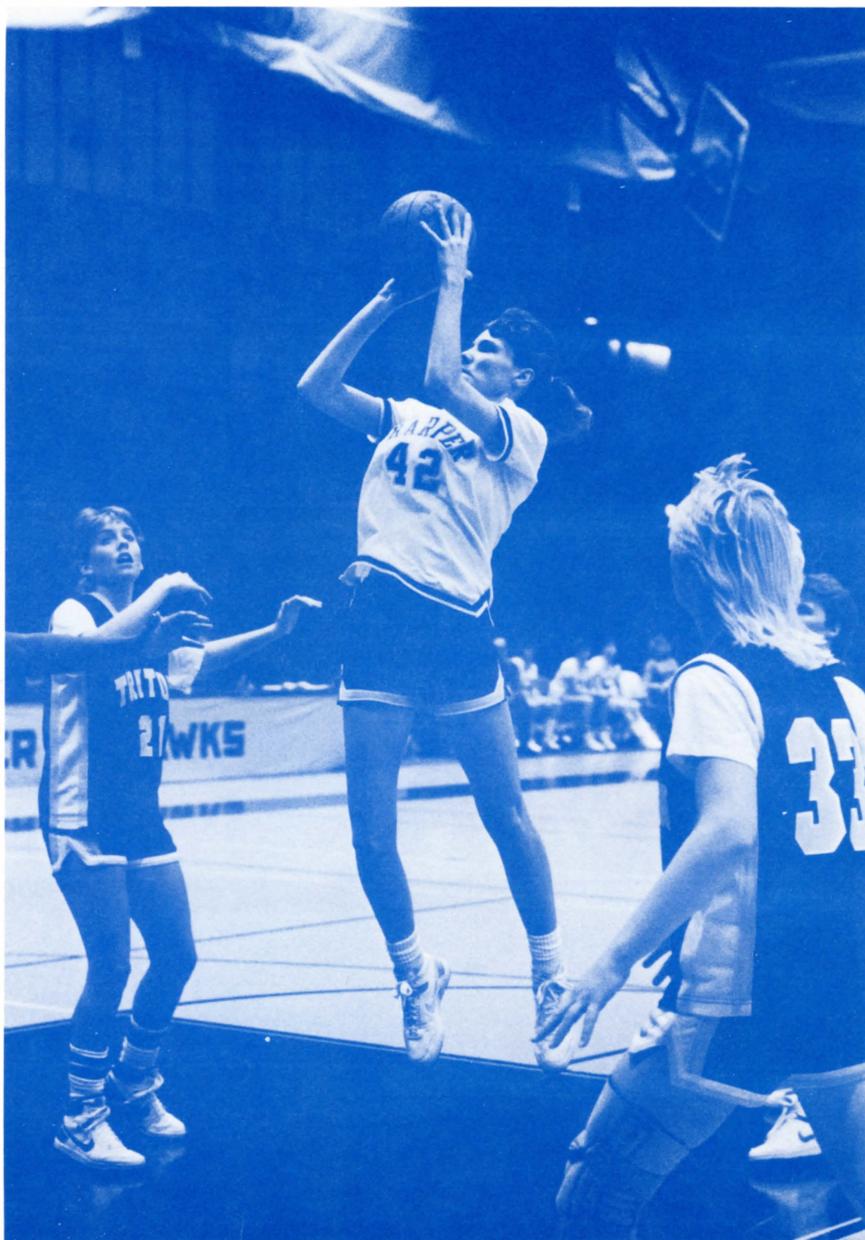
Men's Basketball - Waukesha Tech (away)

5 THURSDAY

6 FRIDAY

7 SATURDAY

8 SUNDAY



DECEMBER

9 MONDAY

 Math Anxiety Drop-in Support Group -
D104, 12-1 pm

10 TUESDAY

 Women's Basketball - Lake County (away)

11 WEDNESDAY

12 THURSDAY

 Men's and Women's Basketball - Truman (away)

13 FRIDAY

14 SATURDAY

 Men's and Women's Basketball - McHenry (away)

15 SUNDAY

DECEMBER

16 MONDAY



Final Exams

17 TUESDAY



Final Exams

18 WEDNESDAY



Final Exams

19 THURSDAY



Final Exams

20 FRIDAY



Final Exams



Women's Basketball -
Blackhawk East Tourney (away)

21 SATURDAY



Final Exams



Women's Basketball -
Blackhawk East Tourney (away)

22 SUNDAY

Semester Break Begins

DECEMBER

23 MONDAY



Christmas Week -
Office Hours to be Determined

24 TUESDAY



Christmas Eve - Offices Closed

25 WEDNESDAY



Christmas - Offices Closed

26 THURSDAY



Christmas Week - Office Hours to be Determined

27 FRIDAY



Christmas Week - Office Hours to be Determined



Men's Basketball -
Mid State Tourney (away)

28 SATURDAY



Men's Basketball -
Mid State Tourney (away)

29 SUNDAY

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, 1991

Building I, Room 117

Wednesday, September 11	12-1:00 pm	Southern Illinois University
Tuesday, September 17	12-1:00 pm	University of Illinois-Urbana
Wednesday, September 18	12-1:00 pm	Eastern Illinois University
Tuesday, September 24	12-1:00 pm	Illinois State University
Tuesday, September 24	5:30-6:30 pm	Roosevelt University
Wednesday, September 25	12-1:00 pm	Northern Illinois University
Wednesday, September 25	5:30-6:30 pm	Northern Illinois University
Tuesday, October 1	12-1:00 pm	Loyola University
Wednesday, October 2	12-1:00 pm	Roosevelt University
Wednesday, October 2	5:30-6:30 pm	How to Transfer
Tuesday, October 8	12-1:00 pm	University of Illinois-Chicago
Wednesday, October 9	12-1:00 pm	How to Transfer

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:

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

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.

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/ weekend students are noted. Service hours listed are for regular semester; extended or abbreviated hours may be in effect between semesters and during the summer.

Academic Advising and Counseling Centers,

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

Admissions, C101, ext. 2506 and Registrar, A213, ext. 2500

*Monday - Thursday Friday	8:00 am-8:00 pm 8:00 am-4:30 pm
*Saturday	9:00 am-12:00 pm

Assessment and Testing, A148, ext. 2541

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

Bookstore, A231, ext. 2275

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

Box Office, J135, ext. 2547

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

Career and Personal Development Center, A347, ext. 2220

*Monday - Wednesday Thursday - Friday	8:30 am-8:00 pm 8:30 am-4:30 pm
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Center for New Students and Orientation, F132, ext. 2208

*Monday - Wednesday Thursday - Friday	8:30 am-8:00 pm 8:30 am-4:30 pm
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Center for Students with Disabilities, D119, ext. 2266

Monday - Friday	8:00 am-4:30 pm (Evenings by appointment)
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Child Learning Center, I131, ext. 2262

Monday - Friday	7:15 am-4:45 pm
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Financial Aid, A364, ext. 2248

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

Health Services, A362, ext. 2268

*Monday - Thursday Friday	8:00 am-9:00 pm 8:00 am-4:30 pm
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Learning Assistance Center, F119, ext. 2715

Monday - Friday	8:00 am-4:30 pm
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Learning Resources Center, Building F, ext. 2584

Monday - Thursday Friday	8:00 am-10:00 pm 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.

Specialized Services Meet Individual Needs...

Center for New Students and Orientation

F132, extension 2208

The Center for New Students and Orientation 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 and Orientation 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.

Center for Students with Disabilities

D119, extension 2266

Students with disabilities have access to a variety of specialized services through the Center for Students with Disabilities. The center 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 student goes through an intake process to evaluate his or her needs and plan for his or her education. The center 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

The Learning Resources Center at Harper College is centrally located in Building F. Housed on the first floor is the media collection consisting of videotapes, films, audiotapes, compact disks, slides and realia. Students can view and/or listen to the materials using the latest equipment in the area adjacent to the media desk.

Located in the second floor Library are the print collection, reference, interlibrary loan, and related services. Using a computerized on-line catalog and computerized indexes, students can perform research efficiently and effectively. Reference librarians are available to assist students whenever classes are in session. Use the LRC! It can make a difference in achieving academic success at Harper College.

Coin-operated photocopiers are also available in the Library for student use.

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.

Progress Report

The Academic Advising and Counseling 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 Academic Advising and Counseling Centers in D142 or I117.

Use the DISCOVER computer program located in the Career and Personal Development Center, A347, or the GIS computer program, D142 and I117, to help you 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 1991 SCHEDULE OF TESTS

DATE	TIME	EVENT	PLACE
Aug. 8	1:00 pm	ACT Residual	A148
Aug. 13	By appt.	Legal Technology Exam	A241b
Aug. 13	8:30 am	CLEP Exam	A148
Aug. 20	8:30 am	Nursing Entrance Exam	A148
Aug. 30	6:00 pm	G.E.D. Exam	E106
Aug. 31	8:00 am	G.E.D. Exam	E106
Sept. 10	7:30 pm	G.E.D. Registration	A-Cafeteria
Sept. 11	1:00 pm	Nursing Entrance Exam	A148.
Sept. 17	8:30 am	CLEP Exam	A148
Sept. 19	8:30 am	CFP Exam	TBA
Sept. 20	8:30 am	CFP Exam	TBA
Sept. 21	8:00 am	CFP Exam	E Lobby
Sept. 21	8:30 am	CLEP Exam	A148
Sept. 24	8:30 am	Nursing Entrance Exam	A148
Sept. 27	6:00 pm	G.E.D. Exam	E106
Sept. 28	8:30 am	G.E.D. Exam	E106
Oct. 8	By appt.	Legal Technology Exam	A148
Oct. 9	1:00 pm	Nursing Entrance Exam	A148
Oct. 15	8:30 am	CLEP Exam	A148
Oct. 18	6:00 pm	G.E.D. Exam	E106
Oct. 19	8:00 am	G.E.D. Exam	E106
Oct. 19	8:30 am	CLEP Exam	A148
Oct. 22	8:30 am	Nursing Entrance Exam	A148
Oct. 26	8:00 am	ACT Entrance Exam	A Lobby
Nov. 2	8:00 am	ICCP Exam	E107
Nov. 5	7:30 pm	G.E.D. Registration	A Cafeteria
Nov. 6	1:00 pm	Nursing Entrance Exam	A148
Nov. 9	8:00 am	NICET Exam	E107
Nov. 12	8:30 am	CLEP Exam	A148
Nov. 16	8:30 am	CLEP Exam	A148
Nov. 19	8:30 am	Nursing Entrance Exam	A148
Nov. 22	6:00 pm	G.E.D. Exam	E106
Nov. 23	8:00 am	G.E.D. Exam	E106
Dec. 3	1:00 pm	ACT Residual Exam	A148
Dec. 10	8:30 am	Nursing Entrance Exam	A148
Dec. 10	By appt.	Legal Technology Exam	A148
Dec. 14	8:00 am	ACT Entrance Exam	A Lobby
Dec. 20	6:00 pm	G.E.D. Exam	E106
Dec. 21	8:00 am	G.E.D. Exam	E106

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 writing assignments.

Reading Improvement

RDG 098—basic reading skills
(3 credits)

RDG 099—college-preparatory reading (helps with reading required in college classes)

RDG 100—provides strategies for effective reading in the technologies
(3 credits)

RDG 105—improves reading speed and comprehension of college material (2 credits)

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.

The English as a Second Language Department

The ESL Department offers courses for students whose native language is not English. Courses in listening, speaking, reading, and writing are offered at various proficiency levels. All courses focus on English for academic purposes. Nonnative students having language difficulties in their courses should contact the ESL and International Student Advisor, extension 2226, F127.

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

Career and Personal Development Center 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 and Personal Development Center Career Planning

A347, Extension 2220

The Career and Personal Development Center offers many career planning services to Harper students and alumni. These services include:

- Individual career counseling
- Interest, personality and aptitude testing
- Career resource center materials including books, videos, brochures and periodicals
- DISCOVER, a computerized career guidance program

Weekly seminars are offered throughout the semester covering job search and career interest topics. Please contact the Center, extension 2220 for specific dates and times of the following seminars.

Resume Writing — Presents the essentials of organizing the right resume and cover letter for your needs.

Effective Interviewing — Teaches how to best present yourself to an employer in an interview.

Career Change — Identifies strategies that can be helpful in making a career change.

Job Search/Techniques — Covers networking, research skills, job-sourcing and organizing your campaign.

Career Interest Testing — Identifies and interprets your strengths and interests.

Career Center and Job Search Open Lab — Provides a block of time for walk-in assistance regarding the job search process.

Job Search/Open Forum — Provides a one-hour forum to answer any question related to the job search.

Mock Interviews — Allows you to role-play as a candidate for a job opening, with an opportunity to be videotaped and critiqued.

For students, all seminars, with the exception of Career Interest Testing, are free!

The Center also provides personal counseling services to students and community counseling services to district residents. See page 55.

Career Transition Assistance

For local residents facing a change in careers, in-depth workshops in interviewing, resume writing and career assessment are available. In addition, area businesses seeking outplacement services for their employees may contact the Career Transitions program at extension 2577.

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)

A362, extension 2626

IsAn innovative, free and confidential proactive prevention program for alcohol and other drug abuse.

ForHarper College students, faculty, staff and community.

PromotesHealthy lifestyles and responsible choices through education awareness support prevention services fun activities

Encourages.. Student participation with planning and implementation.

- Provides.....Resource materials
 Counseling and referral
 PALS (Peer Advisors
 Listening to Students)
 BACCHUS Club (national student organization)
 National Collegiate Alcohol Awareness Week
 National Collegiate Drug Awareness Week
 Drug Awareness Workshops
 Enlightenments (community speakers)
 12 Step Support Groups (AA, ALANON, ACOA)
 Counselor Led Support Groups
 Horizons of Hope Annual Seminar

Support Group Meetings

ACOA - Fridays, 7:30 pm

AA - Wednesdays, 12 noon
Thursdays, 7:30 pm

Al Anon - Mondays, 8:00 pm

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

Dental Hygiene Clinic

The 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 includes:

- 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.

Academic Advising and 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 A347, extension 2220, 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.

International Student Advising

The international student advisor provides assistance to international students on requirements for maintaining their status, on changes in Immigration and Naturalization Service regulations for international students, and on requirements for international student admission to four-year and graduate institutions. Academic advising and personal counseling are also available. The international student advisor is in F127, extension 2226.

Campus Directory 708/397-3000

President's Office		Bldg./Room	Ext.
Paul N. Thompson	President	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
Student Development			
Joan Kindle	Dean	A347	2346
Student Development Centers			
	Career and Personal Development Center	A347	2220
	Placement Office	A347	2720
	Center for New Students & Orientation	F132	2208
	Academic Advising and Counseling Centers	I117	2522
		D142	2393
	Personal Counseling	A347	2220
	Assessment and Testing Center	A148	2541
Admissions Office			
Bruce Bohrer	Director	C101	2206
	Continuing Education Registration	C101	397-3377
	Admission Outreach	C101	2247
Financial Aid			
Marilyn Comer	Director of Financial Aid and Veterans Affairs	A364	2622
Registrar's Office			
Steve Catlin	Dean of Enrollment Services	A213	2303
Student Activities			
Jeanne Pankarini	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
	International Student Advising		
Sally Koziar	Interpretation/Transliteration	D119	2266
Lee Vogel	Learning Assistance Center	F119	2715
Sally Koziar	Sign Language Studies	D119	2266
Nimi Tobaa	Tutoring Center	F132	2539
	Women's Program	P124	2560
Pat Wenthold	Writing Center	F303	2715
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	Computer Information Systems	I220	2817
Dennis Brennen	Economics	J262	2352
	Executive Secretary Development and Secretarial Office Management	I212	2516
Maria Coons	Financial Management	J274	2563
Gayle Nassau-Simon	Food Service Management	A143	2426
Larry King	History/Education	I109	2431
Don Sedik	International Marketing	I205b	2357
Susanne 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
Les Hook	Political Science/Geography	I109	2431
Mike Ostrowski	Psychology	J158	2435
Wally Davis	Real Estate	J246	2520
Charles Norris	Sociology/Anthropology	J169	2215
Barbara Radebaugh	Supervisory and Administrative Management	J272	2438
Bob Zilkowski	Word Processing	I214	2555

Liberal Arts Division

J. Harley Chapman	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

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
Susan Schanowski	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 Ilig		T101	2857
Bob Barger	Pharmacy Technician Program	D191	2476
Judy Dincher	Operating Room Technician	D191c	2533

Physical Education, Athletics and Recreation Division

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

Technology, Mathematics and Physical Sciences Division

George Dorner	Dean	H119	2374/2375
Joe Yohanan	Architectural Technology	H216	2367
Jeanne Murphy	Building Codes and Enforcement	J151	2379
Dave Macaulay	Chemistry	D243	2450
Roger Mussell	Electronics Technology/ Automation Skills	H214	2546
Bob Campbell	Engineering	H233	2798
Mike Lackman	Fire Science Technology	J151	2841
Margaret Scott	Mathematics	D205	2401
Tom McCabe		D204	2402
George Dorner	Mechanical Engineering Technology	H119	2374
Larry Knight	Physical Science	D140	2589
Guido Norini	Refrigeration/Air Conditioning	H233	2800
John Shola	Technology	H214	2823

Continuing Education and Program Services Division

Bill Howard	Dean	C102	2655
Tom Thompson	Coordinator Student Development Counselor/Advisor Interpreting Services	D119	2266
		D119	2266
		D119	2266
		TTY-397-7600	
Al Dunikoski	Dean Reference Desk	F204	2550 2769

This is Harper College



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