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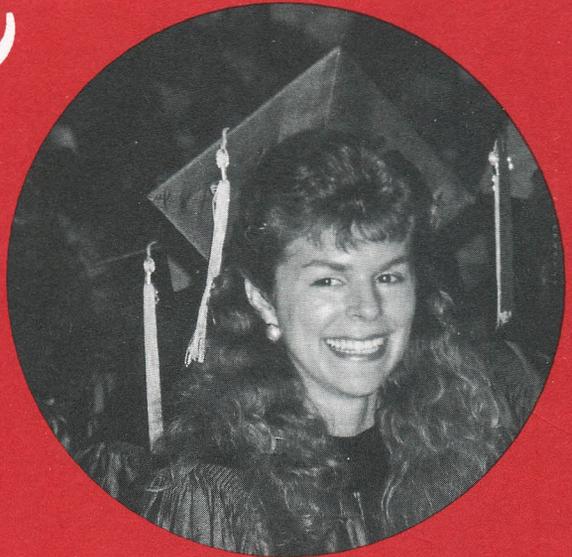
HARPER

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COLLEGE

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# Datebook



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BT: 15:25

1990-91

William Rainey Harper College  
Academic Calendar

**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 (Classes Not in Session)	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

**Summer Session — 1991**

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Open Registration	May 30,31
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

\*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 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.

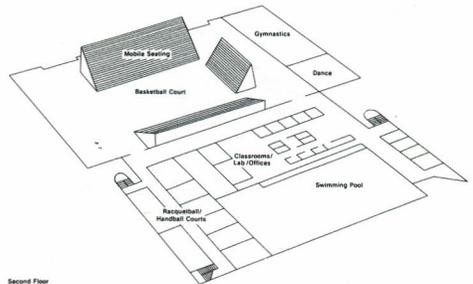
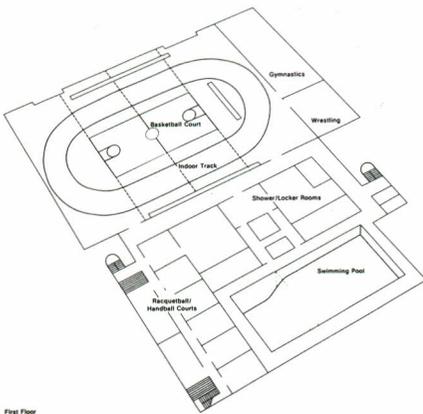
## Athletics and Sports

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.



## 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

Extended hours and summer hours posted.

### REFUNDS

#### Save Your Receipts Do Not Write in Any Book

During the first two weeks of the current fall and spring semesters and the first week of the current summer semester, books will be accepted for 100% refund, provided the book is unmarked and in new saleable condition. **CASH REGISTER RECEIPT** must accompany book if a refund is desired.

Used books must be accompanied by a cash receipt.

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.

### 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

Buy Back Hours As Posted

# JANUARY

*M o n d a y*



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

New Year's Day

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

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

**4** *F r i d a y*

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



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

**6** *S u n d a y*

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**7** M o n d a y

Office Re-entry Info Sessions, I 205d,  
10 am and 7 pm

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

Child Care Registration (returning), 8 - 9 am

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

Faculty Report

**Open Registration**

Certified Professional Sec'y. Info Session,  
I 205d, 6:30 pm

Deadline for Interpreting Requests, CSD

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

**Open Registration**

Child Care Registration (open, new), 8 - 9 am

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**11** F r i d a y

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

**Open Registration**

Wrestling, Harper Invite, 9 am

Basketball, DuPage (W) 5:30 pm, (M) 7:30 pm



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**13** S u n d a y

# JANUARY

---

**14** M o n d a y

Classes Begin  
Late Registration

---

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

Late Registration

---

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

**Last Day for Late Registration**  
**Last Day for Adding Classes**

---

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

---

**18** F r i d a y

---

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

Wrestling, Lake County, 10 am



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**20** 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, 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.

# JANUARY

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21 *M o n d a y*

Martin Luther King's Birthday  
(classes not in session)

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22 *T u e s d a y*



Basketball, Illinois Valley (W) 5 pm, (M) 7 pm

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

---

24 *T h u r s d a y*

---

25 *F r i d a y*

Last Day for Refunds  
Last Day, Textbook Refunds

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26 *S a t u r d a y*

---

27 *S u n d a y*



### **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, 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.

# JANUARY

# FEBRUARY

28 *M o n d a y*

29 *T u e s d a y*

Transfer Info Session - U of I/Champaign,  
I 117, 3 - 4 pm

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

31 *T h u r s d a y*



Dental Hygiene Program, Info Meeting,  
D 172, 3:30 pm

1 *F r i d a y*

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

2 *S a t u r d a y*



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

3 *S u n d a y*

Concert, Jonathan Shames, 3 pm





### **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.

# FEBRUARY

4 *M o n d a y*

Lecture, Dr. Alvin Poussaint, 7:30 pm  
Help for Math Anxiety, D 104, 12 - 1 pm

5 *T u e s d a y*

Transfer Info Session - How To Transfer -  
I 117, 3 - 4 pm

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

Blood Pressure Screening, Health Service



7 *T h u r s d a y*

8 *F r i d a y*

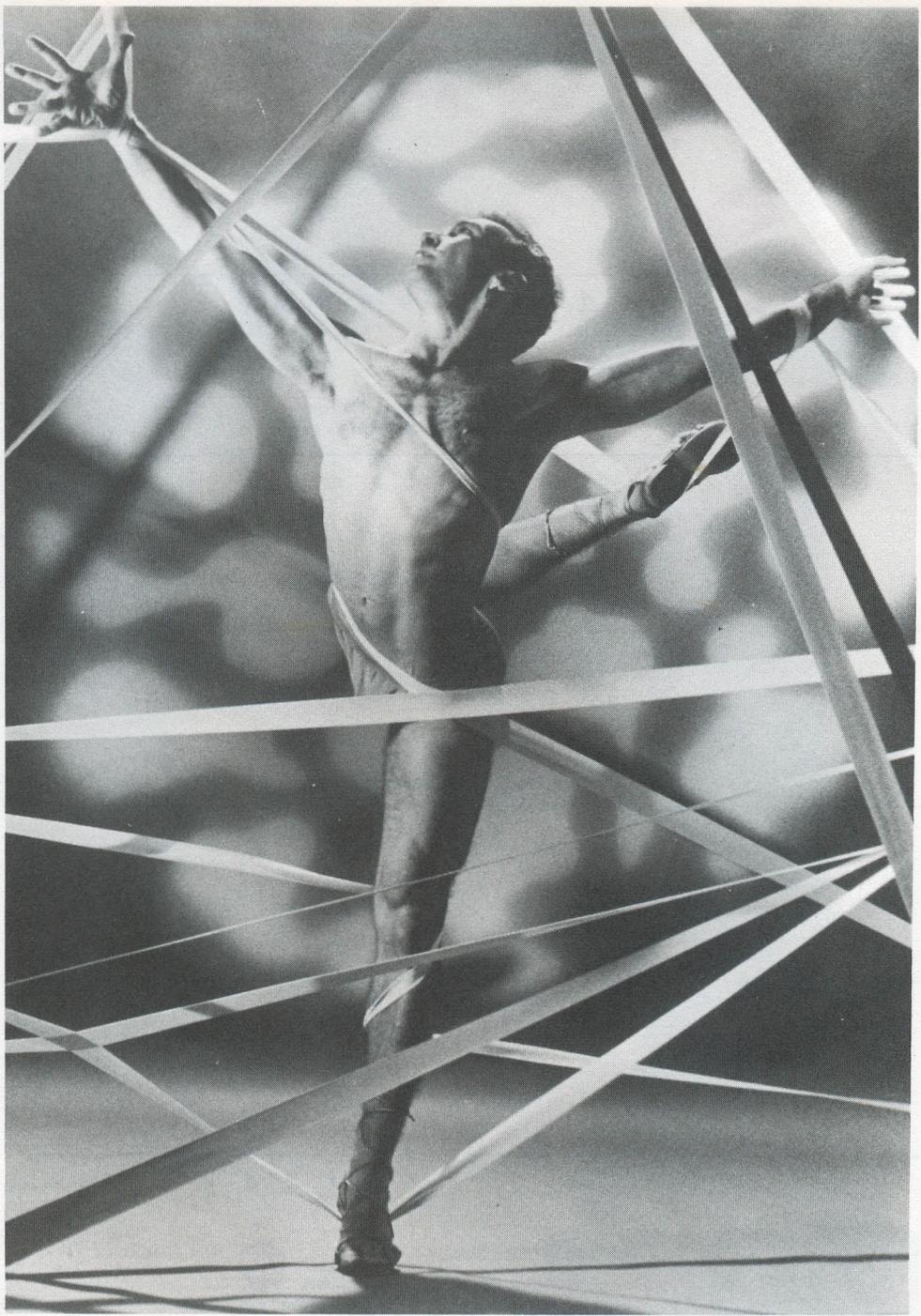
9 *S a t u r d a y*



Wrestling, Region IV Meet, 9:30 am  
Basketball, Joliet (W) 5:30 pm, (M) 7:30 pm



10 *S u n d a y*



У Н И К А С

# FEBRUARY

11 *M o n d a y*

12 *T u e s d a y*



Basketball, Rock Valley (W) 5 pm, (M) 7 pm  
Lincoln's Birthday (classes not in session)

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

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



14 *T h u r s d a y*



Gus Giordano Jazz Dance  
Sexual Awareness Week Begins, Health Service

15 *F r i d a y*



Sexual Awareness Week

16 *S a t u r d a y*

17 *S u n d a y*

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18 M o n d a y

Sexual Awareness Week   
Help for Math Anxiety, D 104, 12 - 1 pm

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19 T u e s d a y

Sexual Awareness Week   
AIDS Education Program, A 242ab, 1:30 - 3:30 pm  
Basketball, Moraine Valley (W) 5 pm, (M) 7 pm

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20 W e d n e s d a y

Sexual Awareness Week 

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21 T h u r s d a y

Sexual Awareness Week 

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22 F r i d a y

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23 S a t u r d a y

Basketball, South Suburban (W) 1 pm

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24 S u n d a y

**FEBRUARY**  
**MARCH**

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**25** *M o n d a y*

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

---

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

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

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**1** *F r i d a y*

Admission deadline: Nursing (second level)

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

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**3** *S u n d a y*



U.S. Representative Patricia Schroeder  
Women's History Week Keynote Dinner

# MARCH

4 *M o n d a y*



Women's History Week Keynote Dinner  
Help for Math Anxiety, D 104, 12 - 1 pm  
Transfer Info Session - DePaul, I 117, 12 - 1 pm

5 *T u e s d a y*



Women's History Week - Activism/Civil Rights,  
A 315, 9 am - 3:30 pm

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



Women's History Week -  
Creative Woman, P 205, 9 am - 3:30 pm  
Scientific Woman, A 315, 7 - 9:30 pm  
Transfer Info Session - Southern Illinois, I 117, 12 - 1 pm

7 *T h u r s d a y*



Women's History Week -  
Health/Changing Definitions  
A 315, 9 am-3:30 pm and 7:00-9:30 pm  
Transfer Info Session - Illinois State, I 117, 12-1 pm

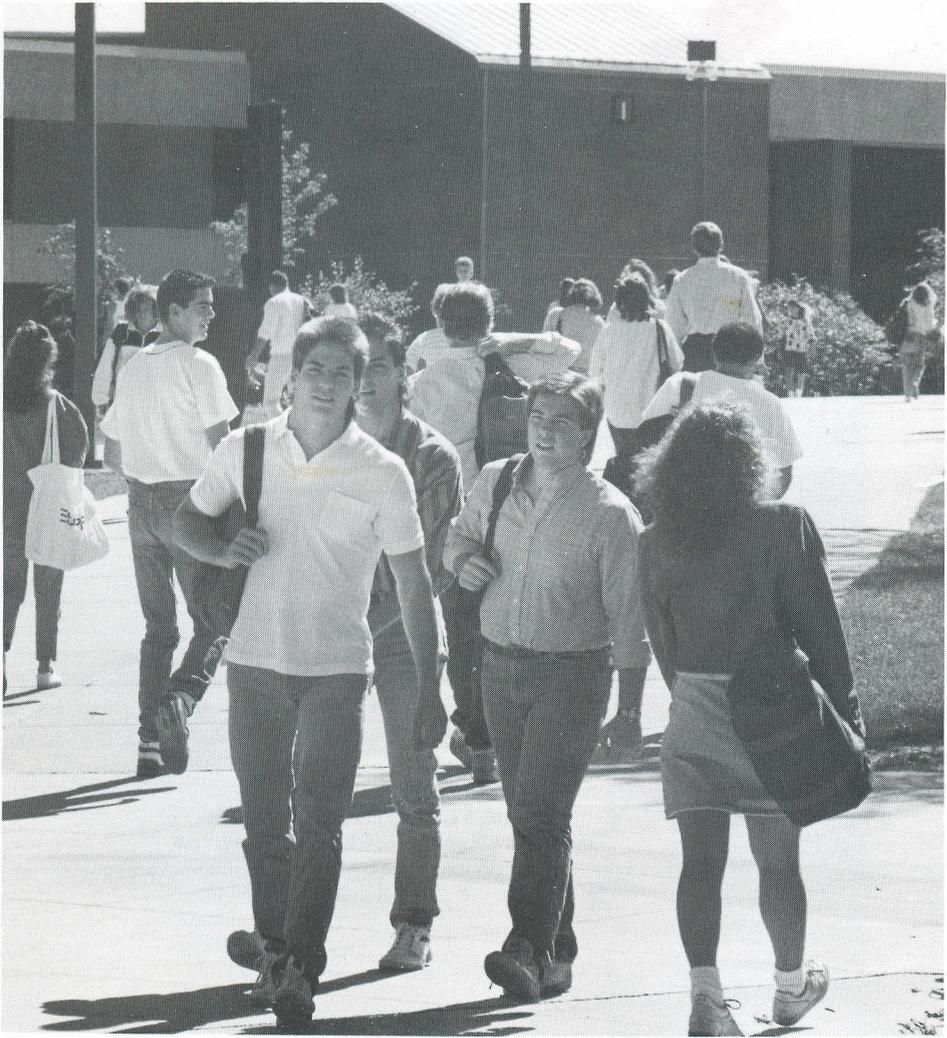
8 *F r i d a y*

9 *S a t u r d a y*

Midterm  
Deadline, Graduation petitions - Registrar  
Mammography Screening - Appointments through  
Health Service

10 *S u n d a y*

National Collegiate Drug Awareness Week Begins,  
DAWN



# MARCH

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**11** *M o n d a y*

Drug Awareness Week  
Mammography Screening - Appointments through  
Health Service

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

Drug Awareness Week  
Mammography Screening - Appointments through  
Health Service

---

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

Drug Awareness Week  
Mammography Screening - Appointments through  
Health Service  
Transfer Info Session - Loyola, I 117, 12 - 1 pm

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

Mammography Screening - Appointments through Health Service  
Drug Awareness Week  
American Cancer Society Nutrition Awareness Day,  
Health Service  
Transfer Info Session - Eastern Illinois, I 117, 12 - 1 pm

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**15** *F r i d a y*

Drug Awareness Week  
Mammography Screening - Appointments through  
Health Service

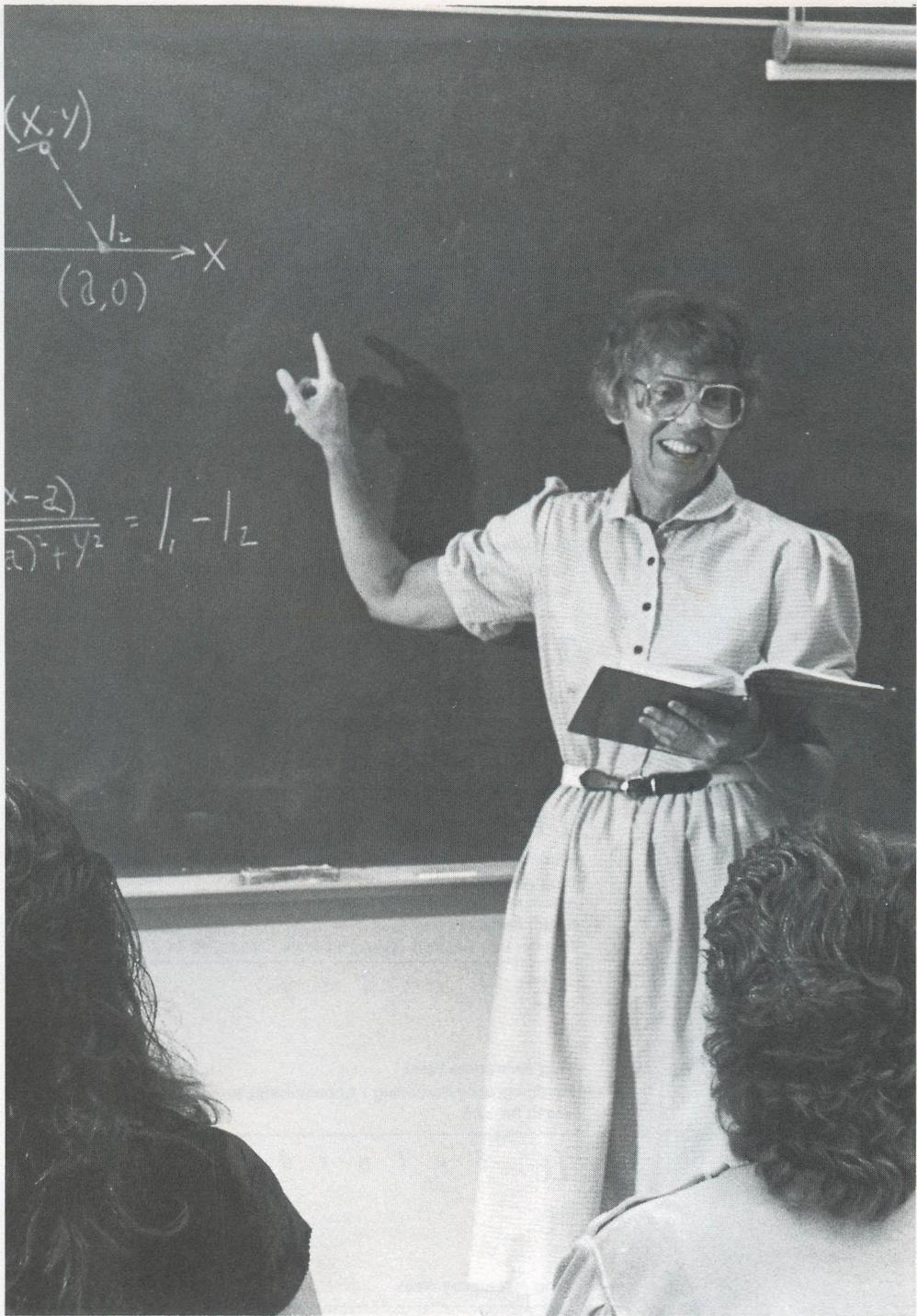
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**16** *S a t u r d a y*

Drug Awareness Week

---

**17** *S u n d a y*



# MARCH

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**18** M o n d a y

Help for Math Anxiety, D 104, 12 - 1 pm

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

---

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

Transfer Info Session - U of I/Chicago,  
I 117, 12 - 1 pm

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

Transfer Info Session - Western Illinois,  
I 117, 12 - 1 pm

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**22** F r i d a y

---

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

---

**24** S u n d a y

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25 M o n d a y

Dental Hygiene National Board Exam



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26 T u e s d a y

Employment Fair, Building M,  
11 am - 2 pm, 4 - 7 pm

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27 W e d n e s d a y

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28 T h u r s d a y

---

29 F r i d a y

Good Friday  
Spring Vacation



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30 S a t u r d a y

Spring Vacation



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31 S u n d a y

Easter  
Spring Vacation





### **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 next month. Appointment cards are necessary. A general mailing to all students will give specific information.

# APRIL

1 M o n d a y

Spring Vacation 

2 T u e s d a y

Spring Vacation 

3 W e d n e s d a y

Spring Vacation 

4 T h u r s d a y

Spring Vacation 

5 F r i d a y

Spring Vacation 

6 S a t u r d a y

Spring Vacation   
Softball, Joliet, 12 noon 

7 S u n d a y

Spring Vacation 

**APRIL**

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**8**    *M o n d a y*

Classes Resume  
Help for Math Anxiety, D 104, 12 - 1 pm  
Transfer Info Session - U of I/Chicago,  
I 117, 5:30 - 6:30 pm

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**9**    *T u e s d a y*

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**10**    *W e d n e s d a y*

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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*

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Last Day for Withdrawals

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**14**    *S u n d a y*



# APRIL

15 *M o n d a y*

Suzi Landolphi, Lounge, 12 noon

16 *T u e s d a y*



Wellness Week

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



Wellness Week  
Health Fair, College Center, 9 am - 3 pm

18 *T h u r s d a y*



Wellness Week

19 *F r i d a y*

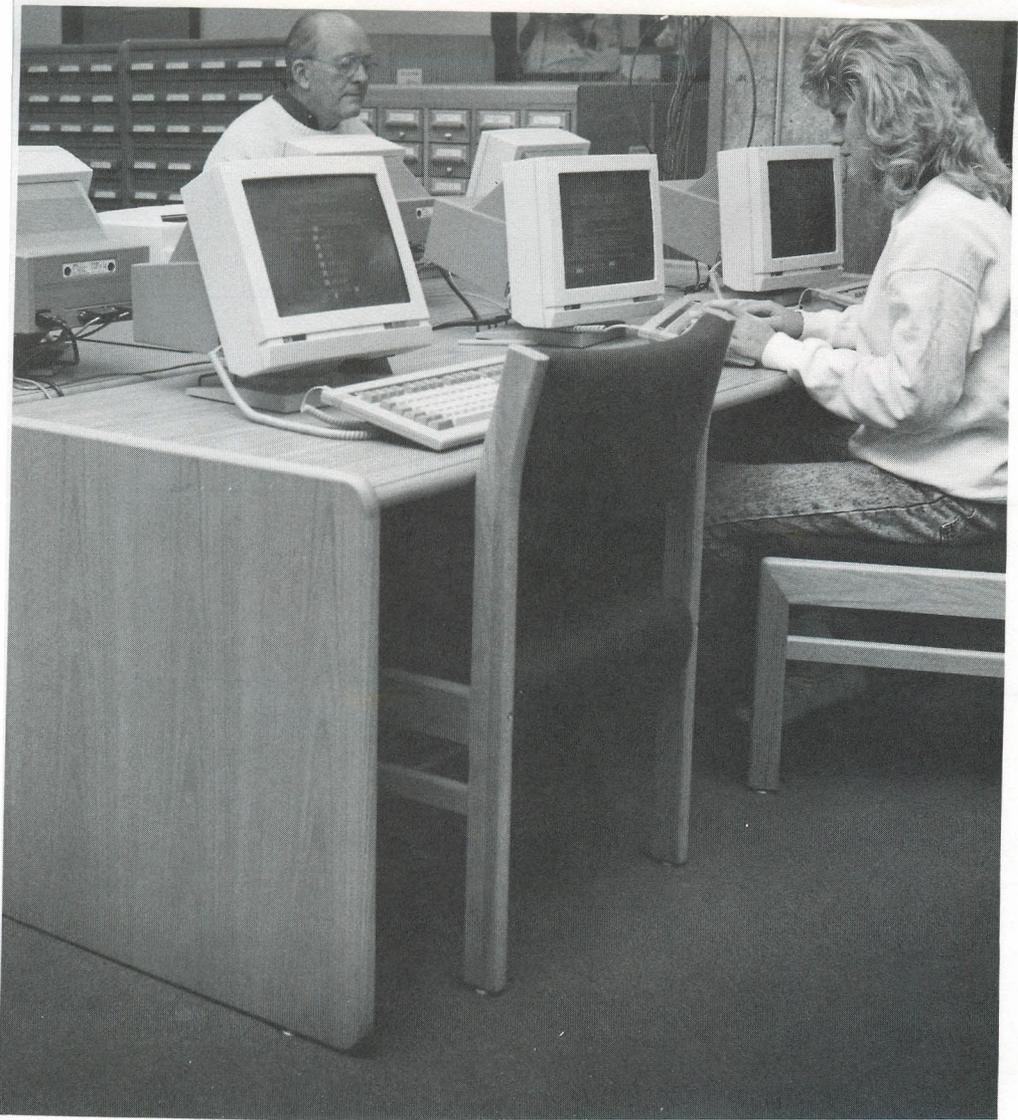
Harper Theatre Spring Play,  
*Morning's at Seven*, 8 pm

20 *S a t u r d a y*



Harper Theatre Spring Play,  
*Morning's at Seven*, 8 pm  
Softball, Moraine Valley, 12 noon

21 *S u n d a y*



# APRIL

22 *M o n d a y*

Help for Math Anxiety, D 104, 12 - 1 pm

23 *T u e s d a y*

Transfer Info Session - Transferring: What To Do  
When You Get There - I 117, 3 - 4 pm

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

Blood Drive, A 242, 8:30 am - 3:30 pm  
Track and Field



25 *T h u r s d a y*

Track and Field



26 *F r i d a y*

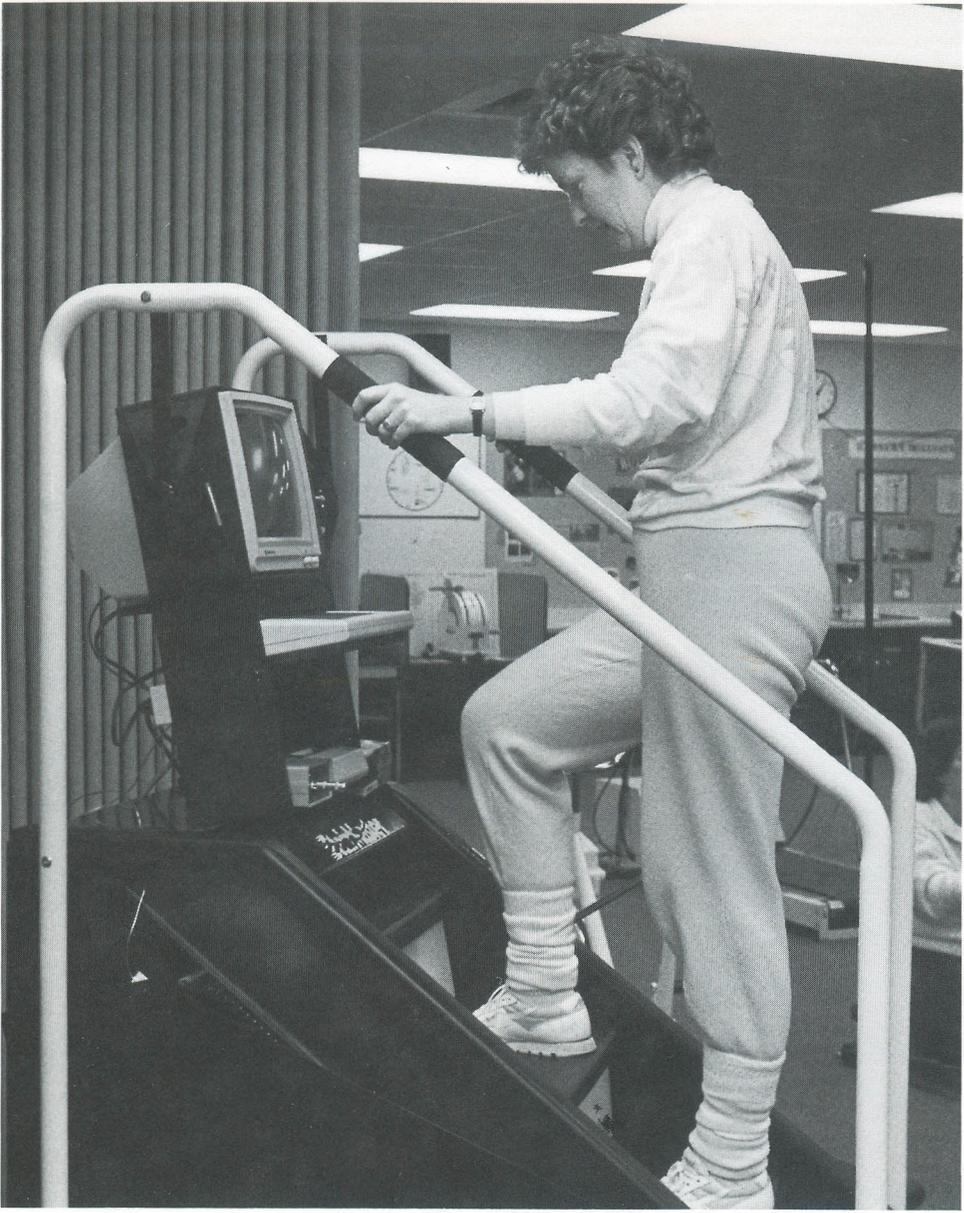
Harper Theatre Spring Play,  
*Morning's at Seven*, 8 pm

27 *S a t u r d a y*

Harper Theatre Spring Play,  
*Morning's at Seven*, 8 pm  
Track and Field, Harper Open  
Softball, Triton, 12 noon



28 *S u n d a y*



**APRIL**

**MAY**

---

**29** M o n d a y

---

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

---

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

---

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

---

**3** F r i d a y

---

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

---

**5** S u n d a y



У А Н К У З

# MAY

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**6**    *M o n d a y*

Help for Math Anxiety, D 104, 12 - 1 pm

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**7**    *T u e s d a y*

Honors Convocation

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**8**    *W e d n e s d a y*

---

**9**    *T h u r s d a y*

---

**10**    *F r i d a y*

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**11**    *S a t u r d a y*

---

**12**    *S u n d a y*



# MAY

---

**13** M o n d a y

Final Exams  
Bookstore Book Buyback

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

Final Exams  
Bookstore Book Buyback

---

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

Final Exams  
Bookstore Book Buyback  
National Employee Fitness Day - Health Service

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

Final Exams  
Bookstore Book Buyback

---

**17** F r i d a y

Final Exams  
Bookstore Book Buyback

---

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

Final Exams  
Bookstore Book Buyback

---

**19** S u n d a y





**MAY**

---

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

---

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

---

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

---

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

---

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

---

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

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

MAY  
JUNE

27 M o n d a y

Memorial Day



28 T u e s d a y

Child Care Registration (returning), 8 - 9 am  
(open/new) 10:30 - 11:30 am



29 W e d n e s d a y

30 T h u r s d a y

Open Registration

31 F r i d a y

Open Registration

1 S a t u r d a y

2 S u n d a y

# JUNE

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3 *M o n d a y*

Classes Begin

---

4 *T u e s d a y*

**Last Day for Late Registration**  
**Last Day for Adding Classes**

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

---

6 *T h u r s d a y*

---

7 *F r i d a y*

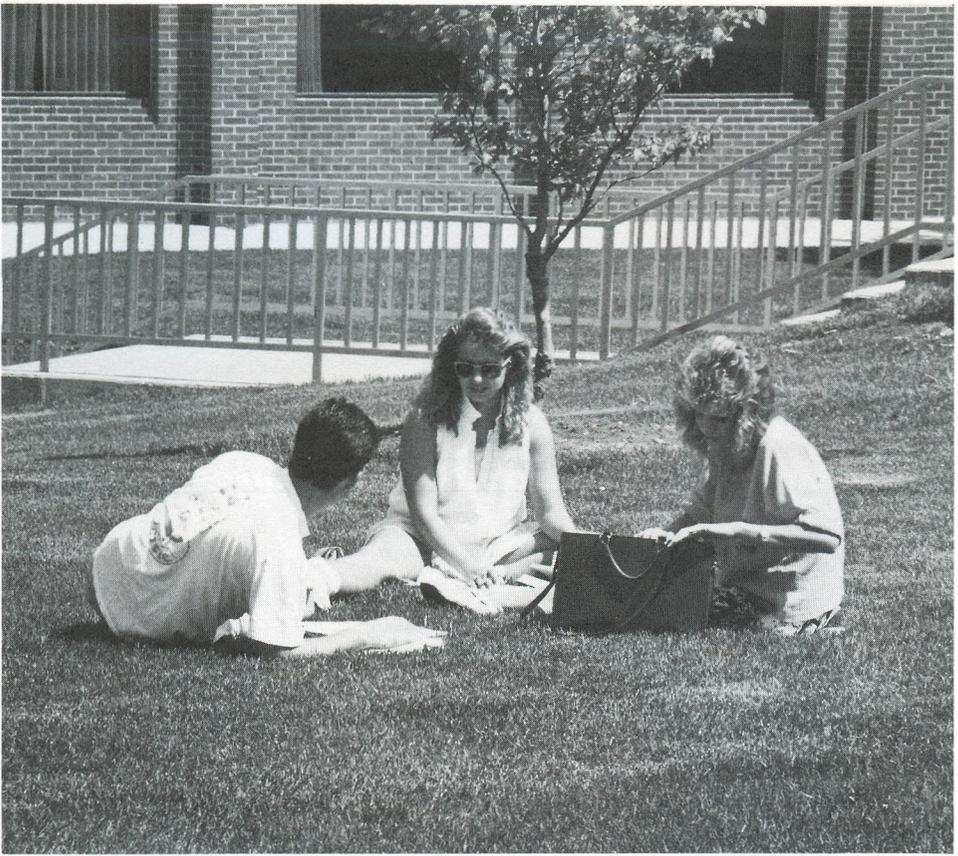
Last Day for Refunds

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8 *S a t u r d a y*

---

9 *S u n d a y*



**JUNE**

---

**10** M o n d a y

---

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

---

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

---

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

---

**14** F r i d a y

---

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

---

**16** S u n d a y

---

**17** M o n d a y

---

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

---

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

---

**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

**JUNE**

---

**24** *M o n d a y*

---

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

---

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

---

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

---

**28** *F r i d a y*

---

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

---

**30** *S u n d a y*

## 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 SPRING, 1991 Building I, Room 117

Tuesday, January 29	3-4:00 pm	University of Illinois Urbana/Champaign
Tuesday, February 5	3-4:00 pm	How to Transfer Seminar
Monday, March 4	12-1:00 pm	DePaul University
Wednesday, March 6	12-1:00 pm	Southern Illinois University
Thursday, March 7	12-1:00 pm	Illinois State University
Wednesday, March 13	12-1:00 pm	Loyola University
Thursday, March 14	12-1:00 pm	Eastern Illinois University
Wednesday, March 20	12-1:00 pm	University of Illinois at Chicago
Thursday, March 21	12-1:00 pm	Western Illinois University
Monday, April 8	5:30-6:30 pm	University of Illinois at Chicago
Tuesday, April 23	3-4:00 pm	Transferring-What to Do When You Get There

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.

### Academic Advising and Counseling Centers,

D142, ext. 2393	
Monday - Friday	8:30 am-4:30 pm
1117, ext. 2522	
*Monday - Wednesday	8:30 am-8:00 pm
Thursday - Friday	8:30 am-4:30 pm

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

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

### 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 and Personal Development Center, 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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### Center for Students with Disabilities, D119, ext. 2266

Monday - Friday	8:00 am-4:30 pm (Evenings by appointment)
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### Financial Aid, A364, ext. 2248

*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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### Learning Resources Center, Building F, 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.

## **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.

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 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.

### SPRING 1991 SCHEDULE OF TESTS

DATE	TIME	PLACE	EVENT
Jan. 8	7:30 pm	Cafe	G.E.D. Test Registration
Jan. 19	8:00 am	TBA	C.F.P. Exam
Jan. 22	8:30 am	A-148	CLEP Exam
Jan. 25	6:00 pm	E-106	G.E.D. Exam
Jan. 26	8:00 am	E-106	G.E.D. Exam
Jan. 26	8:30 am	A-148	CLEP Exam
Jan. 29	8:30 am	A-148	Nursing Entrance Exam
Feb. 9	8:00 am	TBA	ACT Entrance Exam
Feb. 22	6:00 pm	E-106	G.E.D. Exam
Feb. 23	8:00 am	E-106	G.E.D. Exam
Feb. 26	8:30 am	A-148	Nursing Entrance Exam
Mar. 5	7:30 pm	Cafe	G.E.D. Test Registration
Mar. 19	8:30 am	A-148	CLEP Exam
Mar. 22	6:00 pm	E-106	G.E.D. Exam
Mar. 23	8:00 am	E-106	G.E.D. Exam
Mar. 25	8:00 am	TBA	Dental Hygiene Boards
Mar. 26	8:30 am	A-148	Nursing Entrance Exam
Apr. 13	8:00 am	TBA	ACT Entrance Exam
Apr. 16	8:30 am	A-148	CLEP Exam
Apr. 20	8:30 am	A-148	CLEP Exam
Apr. 23	8:30 am	A-148	Nursing Entrance Exam
Apr. 26	6:00 pm	E-106	G.E.D. Registration
Apr. 27	8:00 am	E-106	G.E.D. Registration
May 4	8:00 am	E-107	NICET Exam
May 7	7:30 pm	Cafe	G.E.D. Registration
May 11	8:00 am	E-107	ICCP Exam
May 17	6:00 pm	E-106	G.E.D. Exam
May 18	8:00 am	E-106	G.E.D. Exam
May 18	8:00 am	TBA	C.F.P. Exam
May 21	8:30 am	A-148	CLEP 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 writing 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 100—provides strategies for effective reading in the technologies (3 credits)

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

### Success Seminars

short courses (not short cuts) to being a better student (Call Continuing Education for listing)

### 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

A347, Extension 2220

The Career and Personal Development Center offers weekly seminars throughout the spring semester. Topics include *Interviewing Techniques*, *Job Search Strategies*, *Resume Writing*, and *Career Interest*

*Testing*. Please contact the Center at extension 2220 for specific dates and times.

The **1991 Employment Fair** will be held from 11:00 am until 2:00 pm and from 4:00 pm until 7:00 pm on Tuesday, March 26, 1991. More than 120 employers will be present.

## Career Planning and Placement Seminars Spring '91, Room A-347

**Please Call 397-3000, ext. 2220 to Register**

### Career Interest Testing Workshops

Two-Session Workshops (\$5.00 Testing Fee)

Monday, January 28 & February 11	6-8 pm
Monday, February 11 & February 25	9-11 am
Tuesday, February 26 & March 12	6-8 pm
Monday, March 4 & March 18	6-8 pm
Thursday, March 14 & March 28	9-11 am
Wednesday, March 27 & April 10	1-3 pm
Tuesday, April 9 & April 23	6-8 pm
Monday, April 22 & May 6	6-8 pm

### Career Change

Tuesday, February 19	7-8 pm
Monday, April 15	6:30-7:30 pm

### Effective Interviewing

Wednesday, February 13	5:30-6:30 pm
Monday, March 11	6:30-7:30 pm
Wednesday, April 24	5:30-6:30 pm

### Career Center & Job Search Open Lab (Walk in any time during Open Lab period)

Friday, February 1	10-Noon
Friday, February 15	10-Noon
Friday, March 1	10-Noon
Friday, March 15	10-Noon
Friday, April 12	10-Noon
Friday, April 26	10-Noon
Friday, May 3	10-Noon
Friday, May 10	10-Noon

### Job Search/Techniques

Tuesday, February 5	6:30-7:30 pm
Wednesday, March 6	5:30-6:30 pm
Tuesday, April 16	6:30-7:30 pm

### Job Search/Open Forum

Monday, February 18	6:30-7:30 pm
Tuesday, March 19	6:30-7:30 pm
Monday, April 29	6:30-7:30 pm

### Resume Writing

Monday, January 28	5-6 pm
Monday, April 8	6:30-7:30 pm
Tuesday, May 7	6:30-7:30 pm

### How To Get The Most From An Employment Fair

Wednesday, March 20	7-8 pm
Thursday, March 21	12-1 pm
Thursday, March 21 (In Room 241 a&b)	6-7 pm
Friday, March 22	11-12 pm
Monday, March 25	12-1 pm
Monday, March 25	7-8 pm

### Employment Fair

Tuesday, March 26	11-2 pm and 4-7 pm
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**All seminars with the exception of the  
Career Interest Testing are free!**

## 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 wellness issues

All visits to Health Services are strictly confidential!

### Drug, Alcohol, Wellness Network (DAWN)

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

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

DAWN provides:

- education programs
- support groups
- counseling
- resource and referral information
- 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 - 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

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
- Floride 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.

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### **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

<b>President's Office</b>		Bldg./Room Ext.
Paul N. Thompson	President	A308 2390
<b>Academic Affairs</b>		
Dennis Conners	Vice President of Academic Affairs	A317 2370
Charles Harrington	Dean of Instruction	D129 2290
George Voegel	Dean of Curriculum Development	D129 2260
<b>Administrative Services</b>		
Vern Manke	Vice President of Administrative Services	A221 2380
Vic Berner	Dean, Business Services/Finance	A219 2218
<b>Student Affairs</b>		
Bonnie Henry	Vice President of Student Affairs	A317 2360
<b>Student Development</b>		
Joan Kindle	Dean	A347 2346
<b>Student Development Centers</b>		
	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
<b>Admissions Office</b>		
Bruce Bohrer	Director	C101 2206
	Continuing Education Registration	C101 2410
	Admission Outreach	C101 2247
<b>Financial Aid</b>		
Frank Solano	Director of Financial Aid and Veterans Affairs	A364 2622
<b>Registrar's Office</b>		
Steve Catlin	Dean of Enrollment Services	A213 2303
<b>Student Activities</b>		
Jeanne Pankanin	Director	A338 2242
	Health Services	A362 2268
<b>Academic Enrichment and Language Studies Division</b>		
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
Rena Trevor	Women's Program	P124 2560
Pat Wenthold	Writing Center	F303 2715
<b>Business and Social Science Division</b>		
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
Dennis Brennen	Economics	J262 2352
Peggy Maas	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

**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 Dornier	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 Dornier	Mechanical Engineering Technology	H119	2374
Larry Knight	Physical Science	D140	2589
Guido Norini	Refrigeration/Air Conditioning Technology	H233	2800
John Shola		H214	2823

**Continuing Education and Program Services Division**

Bill Howard	Dean	C102	2655
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**Center for Students with Disabilities**

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

**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**

1200 West Algonquin Road  
Palatine, Illinois 60067-7398  
708/397-3000