

STUDENT DATEBOOK



S P R I N G 1 9 9 2

WILLIAM RAINEY HARPER COLLEGE

Second Semester — Spring, 1992

Registration as Scheduled	November through January 14
Faculty Report	January 15
Final Open Registration	January 15, 16, 18
Martin Luther King's Birthday (Classes Not in Session)	January 20
Classes Begin	January 21
Last Day for Late Registration	January 23
Last Day for Adding Classes	January 23
Last Day for Refunds*	February 1
Lincoln's Birthday (Classes Not in Session)	February 12
Midterm	March 14
Spring Vacation	Week of March 30
Classes Resume	April 6
Good Friday (Classes Not in Session)	April 17
Last Day for Withdrawals	April 18
Final Exam Week	May 18-23
Graduation	May 24

Summer Session, 1992

Registration as Scheduled	April through June 3
Final Open Registration	June 4-6
Classes Begin	June 8
Last Day for Late Registration	June 9
Last Day for Adding Classes	June 9
Last Day for Refunds	June 12
Midterm	July 4
Last Day for Withdrawals	July 16
Final Exams	July 29, 30

*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!

Index	Page
Academic Advising and Counseling Centers	55
Assessment and Testing Center	50
Athletics and Sports	3
Bookstore	4
Campus Directory	56
Campus Tours	8
Career and Personal Development Center	52
Career Planning	53
Center for Students with Disabilities	48
Center for New Students and Orientation	48
Child Learning Center	48
Courses-Student Development Offerings	46
DAWN (Drug, Alcohol, Wellness Network)	54
Dental Hygiene Clinic	54
Early Advising/Registration	12
Educational Planning	55
English as a Second Language	48
Financial Aid	48
Graduation Progress Checks	49
Health Services	54
International Student Advising	55
International Studies Program	6
Job Hunting Tips	52
Key(s) to Success	2
Learning Assistance Center	51
Learning Resources Center	49
Meetings - A Valuable Resource	46
Midterms, Tips for Preparing	14
PALS	55
Personal Counseling	55
Placement Office	52
Service Hours for Students (on campus)	47
Student Employment	52
Support Group Meetings	54
Transfer Planning	49

Keys to Success...

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

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

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

Seven reasons to participate—

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

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

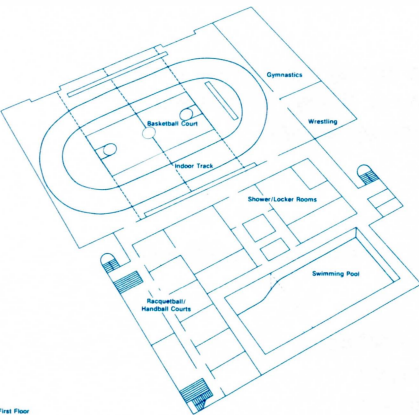
Athletics and Sports

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

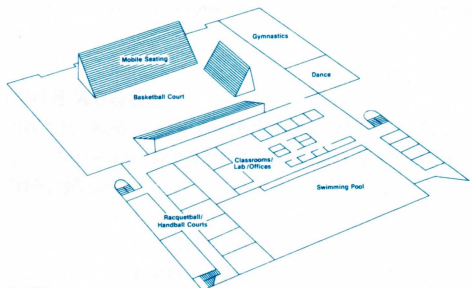
Building M houses a six-lane pool, a large gym with courts for basketball, volleyball and tennis, an indoor track, and five wood-floor racquetball courts. In addition, Harper College has a brand new high-tech nautilus fitness center and separate Olympic weight room. Outside there are fields for softball,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

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

Stop by Building M, Room 219 for further information.



First Floor



Second Floor

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

(Summer hours are as posted.)

Special Hours:

January 7	Extended Hours: 7:45 am-8:00 pm
January 11	Extended Hours: 9:00 am-12:00 noon
January 13-14	Extended Hours: 7:45 am-8:00 pm
January 15-16	Extended Hours: 7:45 am-8:30 pm
January 18	Extended Hours: 9:00 am-1:00 pm
January 21-23	Extended Hours: 7:45 am-9:30 pm
January 24	Extended Hours: 7:45 am-6:30 pm
January 27-30	Extended Hours: 7:45 am-8:00 pm
February 5	Last Day for Textbook Return
May 18-21	Textbook Buyback 8:15 am-3:00 pm & 4:00-7:30 pm
May 22	Textbook Buyback 8:30 am-3:30 pm
May 23	Textbook Buyback 9:00 am-1:00 pm

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.

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

JANUARY

20 MONDAY

Martin Luther King's Birthday
Classes not in session

21 TUESDAY

Classes begin
Late Registration

22 WEDNESDAY

Late Registration

23 THURSDAY

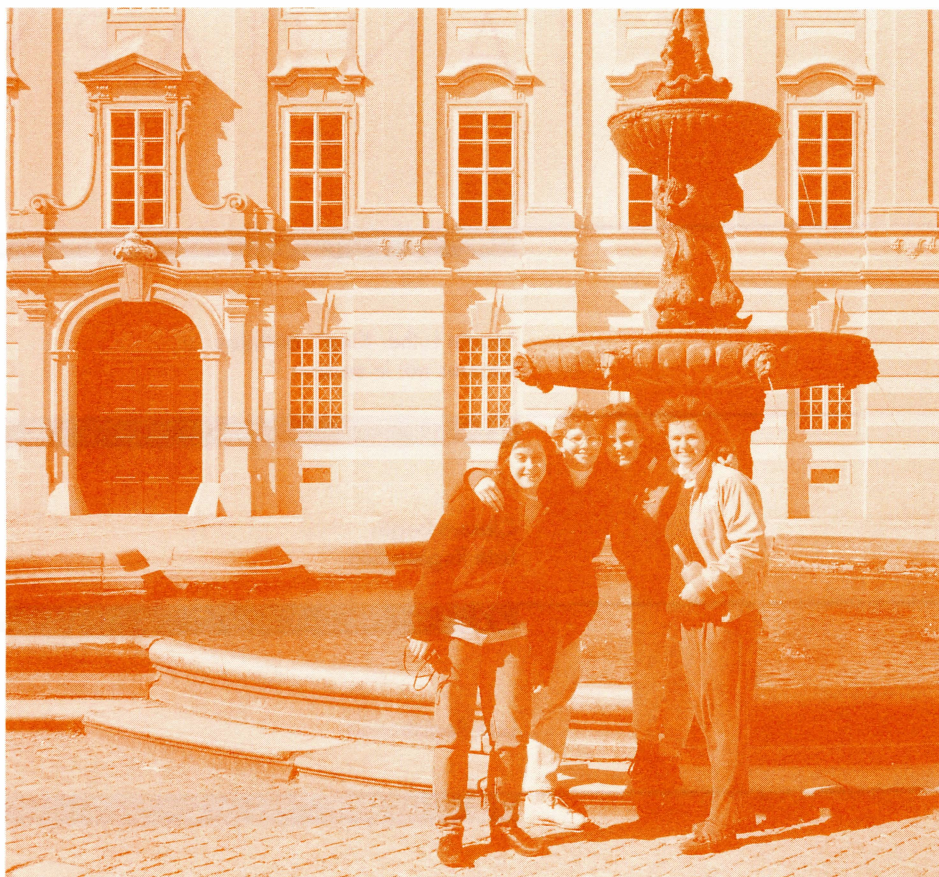
Late Registration

24 FRIDAY

25 SATURDAY

Last day for 100% refund (16-week classes)

26 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, 1117) or Martin Ryan (extension 2975, F313) 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 Janet Friend Westney, Student Development, Building I, Room 117.
5. Register for International Studies classes in a special registration session.
6. Attend the one-day student orientation program held at Illinois State University.

JANUARY / FEBRUARY

27 MONDAY



This week's video: "Hot Shots"

28 TUESDAY

29 WEDNESDAY

30 THURSDAY

31 FRIDAY

1 SATURDAY

Application Deadline: Dental Hygiene
Dietetic Technician
Operating Room Technician
Last day for 75% refund (16-week classes)

2 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.

FEBRUARY

3 MONDAY

✓2 Math Anxiety Support Group
D104; 12-12:50 pm



This week's video: "Glory"

4 TUESDAY

5 WEDNESDAY



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

6 THURSDAY

7 FRIDAY

8 SATURDAY

9 SUNDAY

FEBRUARY

10 MONDAY



This week's video: "Boyz 'n the Hood"

11 TUESDAY

12 WEDNESDAY

Lincoln's Birthday
Classes not in session

13 THURSDAY



Film: "Angel at My Table"
J143; 7:30 pm

14 FRIDAY



St. Valentine's Day

15 SATURDAY

16 SUNDAY

FEBRUARY

17 MONDAY

Sexual Awareness Week begins (February 17-21)
HIV Infection Seminar, Board Room; 2:30-3:45 pm



This week's video: "Five Heartbeats"

Math Anxiety Support Group

D104; 12-12:50 pm

18 TUESDAY

Contraception/Disease Prevention Seminar
A242ab; 12-1:30 pm

Billiard/Trick Shot Exhibition

Building A Game Area; 10 am - 12 noon

19 WEDNESDAY

Living in the '90s Seminar

A241ab; 12-1:30 pm



Chicago Symphony Excursion

Building A; 5:15 pm

(Buy tickets in advance)

20 THURSDAY

21 FRIDAY

22 SATURDAY

23 SUNDAY



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.

FEBRUARY/ MARCH

24 MONDAY



This week's video: "Hanging with the Homeboys"

25 TUESDAY

26 WEDNESDAY

27 THURSDAY

28 FRIDAY

29 SATURDAY

Last day to withdraw (1st 8 weeks classes)

1 SUNDAY

National Collegiate Drug Awareness Week begins
(March 1- 7), DAWN, extension 2626



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. Call other students in your class.

MARCH

2 MONDAY



Math Anxiety Support Group
D104; 12-12:50 pm



This week's video- "Black Cauldron"

3 TUESDAY

Mardi Gras Party
Building A Lounge; 12 noon

4 WEDNESDAY

Ash Wednesday

5 THURSDAY



Concert: Penelope Crawford

6 FRIDAY

7 SATURDAY



Shedd Aquarium Excursion
Building A; 8:45 am

8 SUNDAY



MARCH

9 MONDAY



Mammography Screening (March 9-13)
\$60; Appointments: 1-800-877-XRAY



This week's video- "Terminator II"

10 TUESDAY



Mammography Screening

11 WEDNESDAY



Mammography Screening

12 THURSDAY



Mammography Screening

13 FRIDAY



Mammography Screening

AIDS Memorial Quilt Display
Building M; 12 noon - 9 pm

14 SATURDAY



Midterm

Deadline to Petition for Graduation

Test Anxiety Seminar - Register in Admissions Office
AIDS Memorial Quilt Display, Bldg M; 10 am - 6 pm

15 SUNDAY



MARCH

16 MONDAY

√2 Math Anxiety Support Group
D104; 12-12:50 pm



This week's video- "Freddy's Dead"

17 TUESDAY



St. Patrick's Day
Special Event: "Fun Flicks"
10 am - 4 pm

18 WEDNESDAY

OAS Career Day
A242ab; 9 am

19 THURSDAY

Great American Food Fight Against Cancer

20 FRIDAY



Harper Theatre: "Broadway Bound"
J143; 8 pm

21 SATURDAY



Harper Theatre: "Broadway Bound"
J143; 8 pm

22 SUNDAY



Harper Theatre: "Broadway Bound"
J143; 8 pm



Baseball - Kankakee (away)



EMPLOYMENT CAN
LAST EVEN THOUGH
PROJECTS END

COMPANY PAID
INSURANCE
■ MAJOR MEDICAL
■ LIFE ■ DENTAL
■ DISABILITY

HOLIDAY & VACATION
CREDIT PLAN

A RETIREMENT PLAN
WITH BENEFITS FOR
TODAY & TOMORROW

M A R C H

23 MONDAY

24 TUESDAY

Employment Fair '92
Building M; 10 am - 2 pm

25 WEDNESDAY

26 THURSDAY

27 FRIDAY



Harper Theatre: "Broadway Bound"
J143; 8 pm



Baseball - Southern Trip (through April 2)

28 SATURDAY



Harper Theatre: "Broadway Bound"
J143; 8 pm

29 SUNDAY

M A R C H / A P R I L

30 MONDAY

Spring Vacation

Dental Hygiene National Board Exam

31 TUESDAY

Spring Vacation



Men's Tennis - Waubensee (away)

1 WEDNESDAY

Spring Vacation

2 THURSDAY

Spring Vacation

3 FRIDAY

Spring Vacation



Men's Tennis - Sangamon State (away)

4 SATURDAY

Child Development Conference



Baseball - Triton (away)

Men's Tennis - Sangamon State (away)



Women's Softball - Illinois Valley, 12 noon (home)

5 SUNDAY



National Library Week begins (April 5 - 11)

A P R I L

6 MONDAY



Classes Resume

Fairmount Theatre of the Deaf: "Fools"
J143; 7:30 pm



Math Anxiety Support Group
D104; 12:00-12:50 pm

7 TUESDAY



Baseball - College of DuPage, 2 pm (home)



Men's Tennis - Lake County (away)



Women's Softball - Joliet (away)

8 WEDNESDAY

9 THURSDAY



It's My Turn Now...a returning adult
seminar - Room TBA; 6:45



Film: "Vincent and Theo," 7:30, J143



Baseball - Waubensee (away)

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

10 FRIDAY



Women's Softball - McHenry (away)

11 SATURDAY



Baseball - Joliet (away)



Men's Tennis - College of DuPage Tourney

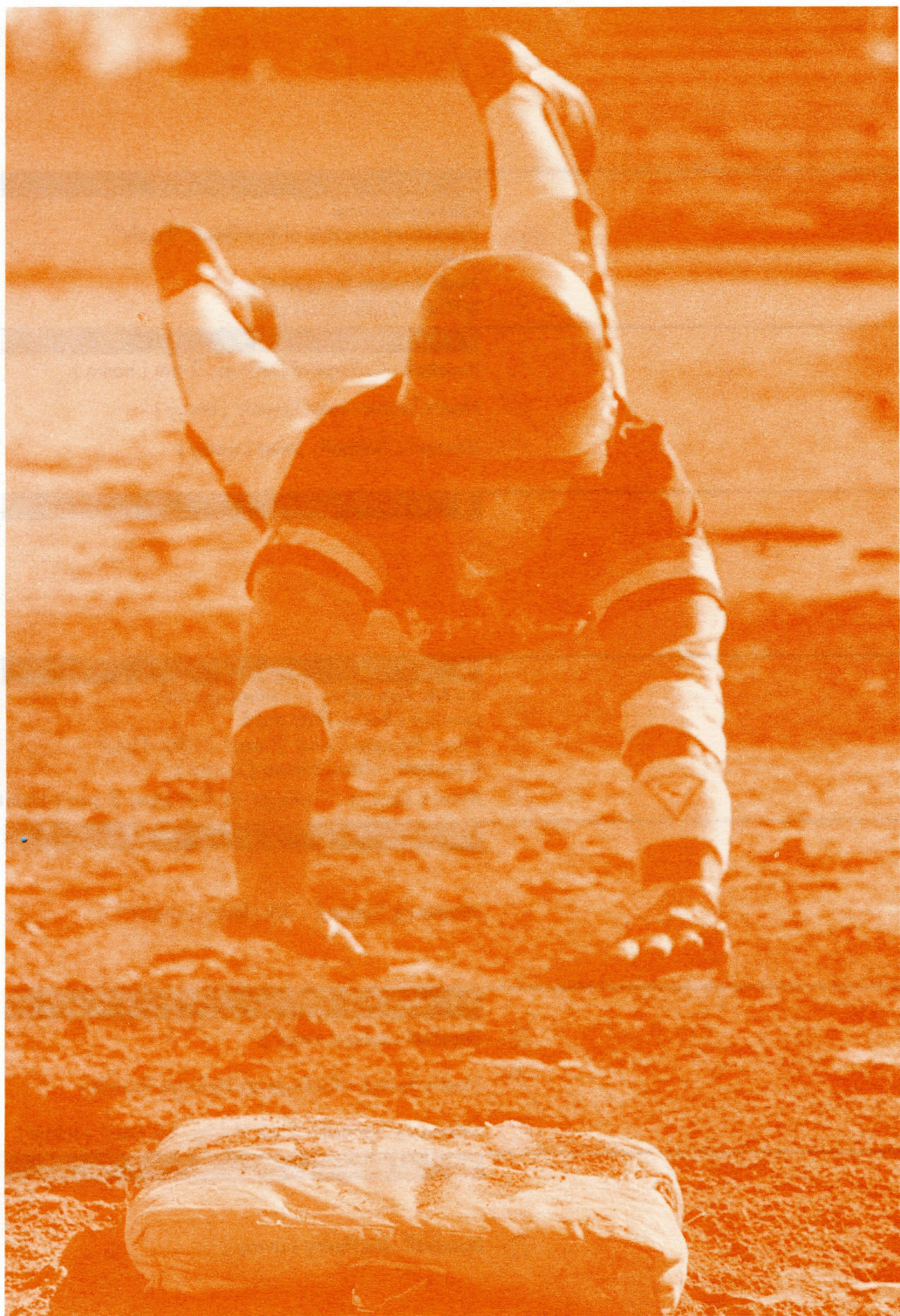


Women's Softball - Rock Valley, 12 noon (home)

12 SUNDAY



Baseball - McHenry (away)



A P R I L

13 MONDAY

14 TUESDAY



Baseball - Milwaukee Tech, 2 pm (home)



Men's Tennis - Joliet (away)

15 WEDNESDAY



Blood Drive

A242; 8:30 am - 3:30 pm

Lecture: Bob Hall, "Health, Sex and Dating"
7:30 pm, J143

16 THURSDAY



Baseball - Malcolm X, 2 pm (home)



Men's Tennis - Rock Valley, (away)

17 FRIDAY

Good Friday

Classes not in session



Baseball - Elgin (away)



Women's Softball - Morton (away)

18 SATURDAY

Last day to withdraw (16-week classes)



Baseball - Rock Valley (away)



Men's Tennis - Harper Quad Tourney, 9 am



Women's Softball - College of DuPage, 12 noon (home)

19 SUNDAY

Easter






Baseball - Truman, 1 pm (home)

A P R I L

20 MONDAY





- ✓² Math Anxiety Support Group
D104; 12:00-12:50 pm

21 TUESDAY



- Wellness Week begins (April 21 - 23)
 Baseball - Illinois Valley, 2 pm (home)
 Men's Tennis - Illinois Valley, 3 pm (home)
 Women's Softball - Moraine Valley (away)

22 WEDNESDAY



23 THURSDAY

-  Film: "Journey of Hope," 7:30 pm, J143
 Women's Softball - South Suburban, 3 pm (home)
 Baseball - Oakton (away)
 Men's Tennis - Moraine Valley (away)

24 FRIDAY

- Healthy Living Expo, 4 - 9 pm , extension 2265
 Baseball - Lake County, 2 pm (home)
 Men's Tennis - Sauk Valley (away)

25 SATURDAY

- Healthy Living Expo, 11 am - 9 pm
 Baseball - Moraine Valley (away)
 Men's Tennis - Harper Quad Tourney, 9 am

26 SUNDAY

- Healthy Living Expo, 11 am - 6pm
5K Run/Walk, 9 am
 Baseball - Malcolm X (away)



A P R I L / M A Y

27 MONDAY



Baseball - Aurora U. J. V. (away)



Men's Tennis - Wisconsin/Whitewater (away)

28 TUESDAY



Baseball - South Suburban, 2 pm (home)



Women's Softball - Triton (away)

29 WEDNESDAY

30 THURSDAY

1 FRIDAY



Concert TBA



Men's Tennis - N4C Tourney at Harper, 9 am

2 SATURDAY

Last day to withdraw (2nd 8 weeks classes)



Men's Tennis - N4C Tourney at Harper, 9 am

3 SUNDAY

M A Y

4 MONDAY

Dental Hygiene NERB Clinical Exam



Math Anxiety Support Group
D104; 12-12:50 pm

5 TUESDAY



Chicago Symphony Excursion
Building A; 5:15 pm
(Buy tickets in advance)



Men's Tennis - Oakton, 3 pm (home)

6 WEDNESDAY



Ice Cream Social

Building A; 12 noon

7 THURSDAY

8 FRIDAY

Student Awards Banquet

Dining Hall; 6:30 pm

9 SATURDAY

10 SUNDAY

Mother's Day



M A Y

11 MONDAY

12 TUESDAY

13 WEDNESDAY

National Employee Fitness Day

14 THURSDAY

15 FRIDAY

16 SATURDAY

17 SUNDAY



MAY

 **18 MONDAY**

Final Exam Week



Math Anxiety Support Group
D104; 12-12:50 pm

19 TUESDAY



Final Exam Week

20 WEDNESDAY



Final Exam Week

21 THURSDAY



Final Exam Week

22 FRIDAY



Final Exam Week

23 SATURDAY

24 SUNDAY



Graduation

M A Y

25 MONDAY

Memorial Day

26 TUESDAY

27 WEDNESDAY

28 THURSDAY

29 FRIDAY

30 SATURDAY

31 SUNDAY

J U N E

1 MONDAY

2 TUESDAY

3 WEDNESDAY

4 THURSDAY

Open Registration

5 FRIDAY

Open Registration

6 SATURDAY

Open Registration

7 SUNDAY



J U N E

8 MONDAY

Final Open Registration

9 TUESDAY

Summer classes begin

Last day for Late Registration

10 WEDNESDAY

11 THURSDAY

12 FRIDAY

Last day for refunds

13 SATURDAY

14 SUNDAY

J U N E

15 MONDAY

16 TUESDAY

17 WEDNESDAY

18 THURSDAY

19 FRIDAY

20 SATURDAY

21 SUNDAY

Father's Day

J U N E

22 MONDAY

23 TUESDAY

24 WEDNESDAY

25 THURSDAY

26 FRIDAY

27 SATURDAY

28 SUNDAY



J U N E / J U L Y

29 MONDAY

30 TUESDAY

1 WEDNESDAY

2 THURSDAY

3 FRIDAY

4 SATURDAY



Independence Day

Midterm

5 SUNDAY

J U L Y

6 MONDAY

7 TUESDAY

8 WEDNESDAY

9 THURSDAY

10 FRIDAY

11 SATURDAY

12 SUNDAY

J U L Y

13 MONDAY

14 TUESDAY

15 WEDNESDAY

16 THURSDAY

Last day for withdrawals

17 FRIDAY

18 SATURDAY

19 SUNDAY

J U L Y

20 MONDAY

21 TUESDAY

22 WEDNESDAY

23 THURSDAY

24 FRIDAY

25 SATURDAY

26 SUNDAY

JULY / AUGUST

27 MONDAY

28 TUESDAY

29 WEDNESDAY



Final Exams

30 THURSDAY



Final Exams

31 FRIDAY

1 SATURDAY

2 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 SEMINARS SPRING, 1992

Tuesday, February 11	12-1:00 pm	I117	University of Illinois Urbana/Champaign
Tuesday, February 11	5:30-6:30 pm	I117	Northern Illinois
Wednesday, February 19	12-1:00 pm	I117	University of Illinois-Chicago
Tuesday, February 25	12-1:00 pm	I117	Eastern Illinois
Wednesday, February 26	12-1:00 pm	I117	"How to Transfer"
Tuesday, March 3	12-1:00 pm	I117	Western Illinois
Tuesday, March 10	5:30-6:30 pm	I117	DePaul University
Wednesday, March 11	12-1:00 pm	I117	Southern Illinois
Tuesday, March 24	12-1:00 pm	I117	Illinois State
Wednesday, March 25	5:30-6:30 pm	I117	Roosevelt
Wednesday, March 25	8-9:00 pm	A 241b	"Non-Traditional Bachelor Degree Options" (Adult students only)
Tuesday, April 14	12-1:00 pm	I117	"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/ 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	8:30 am-4:30 pm
Monday - Friday	
I117, 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

Center for Students with Disabilities, D119, ext. 2266; TDD

Monday - Friday	8:00 am-4:30 pm
708/397-7600	(Evenings by appointment)

Child Learning Center, I131, ext. 2262

Monday - Friday	7:15 am-4:45 pm
-----------------	-----------------

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. 2268

*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
-----------------	-----------------

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
-----------------	-----------------

*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; TDD 397-7600

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:

Flex-time Preschool 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.

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.

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 request a report which will show your progress toward a Harper College degree.

Planning to Transfer?

It is not too soon to start the process!

If you have questions about transferring, see a counselor in one of the 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.

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.

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 1992 SCHEDULE OF TESTS

DATE	TIME	EVENT	PLACE
Jan. 18	8:00 am	C.F.P. Exam	E Lobby
Jan. 23	8:30 & 12:45	CLEP Exam	A148
Jan. 25	8:30 am	CLEP Exam	A148
Jan. 28	8:30 am	Nursing Entrance Exam	A148
Jan. 31	8:00 am	AAMA Exam	A148
Jan. 31	6:00 pm	G.E.D. Exam	E106
Feb. 1	8:00 am	G.E.D. Exam	E106
Feb. 5	1:00 pm	Nursing Entrance Exam	A148
Feb. 8	8:00 am	ACT Exam	Stu Lounge
Feb. 21	6:00 pm	G.E.D. Exam	E106
Feb. 22	8:00 am	G.E.D. Exam	E106
Feb. 25	8:30 am	Nursing Entrance Exam	A148
March 3	7:30 pm	G.E.D. registration	A Cafeteria
March 3	By Appt.	Legal Technology Entrance Exam	A148
March 11	1:00 pm	Nursing Entrance Exam	A148
March 17	8:30 & 12:45	CLEP Exam	A148
March 20	6:00 pm	G.E.D. Exam	E106
March 21	8:00 am	G.E.D. Exam	E106
March 21	8:30 am	CLEP Exam	A148
March 24	8:30 am	Nursing Entrance Exam	A148
April 8	1:00 pm	Nursing Entrance Exam	A148
April 11	8:00 am	ACT Exam	Stu Lounge
April 21	8:30 & 12:45	CLEP Exam	A148
April 24	6:00 pm	G.E.D. Exam	E106
April 25	8:00 am	G.E.D. Exam	E106
April 25	8:30 am	CLEP Exam	A148
April 28	8:30 am	Nursing Entrance Exam	A148
May 2	8:00 am	NICET Exam	E107
May 5	8:30 & 12:45	CLEP Exam	A148
May 5	By Appt.	Legal Technology Entrance Exam	A148
May 5	7:30 pm	G.E.D. registration	A Cafeteria
May 6	1:00 pm	Nursing Entrance Exam	A148
May 9	8:30 am	CLEP Exam	A148
May 9	8:00 am	ICCP Exam	E107
May 15	6:00 pm	G.E.D. Exam	E107
May 16	8:00 am	G.E.D. Exam	E107
May 16	8:00 am	C.F.P Exam	E Lobby

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 catalog or visit F119.

Spring 1992 Seminar Schedule			
Mon.	2/3	2:25 pm	Tips for Test Taking
Tues.	2/4	1:45 pm 7:00 pm	Tips for Test Taking Assessing Your Chances of Success
Mon.	2/10	2:25 pm	Assessing Your Chances of Success
Tues.	2/11	1:45 pm 7:00 pm	Assessing Your Chances of Success Tips for Test Taking
Wed.	2/12	2:25 pm	Can't Remember. . . Find Out Why—Memory Techniques
Thurs.	2/13	1:45 pm	Can't Remember. . . Find Out Why
Mon.	2/17	2:25 pm	How to Become Motivated
Tues.	2/18	1:45 pm 7:00 pm	How to Become Motivated Can't Remember. . . Find Out Why
Mon.	2/24	2:25 pm	Curbing Test Anxiety
Tues.	2/25	1:45 pm 7:00 pm	Curbing Test Anxiety Too Little Time. . . Too Much To Do—Time Management
Mon.	3/2	2:25 pm	Too Little Time. . . Too Much To Do
Tues.	3/3	1:45 pm 7:00 pm	Too Little Time. . . Too Much To Do Curbing Test Anxiety
Mon.	3/9	2:25 pm	Strategies for Concentration
Tues.	3/10	1:45 pm	Strategies for Concentration
Wed.	3/11	7:00 pm	Tips for Test Taking
Mon.	3/16	2:25 pm	Can't Remember. . . Find Out Why
Tues.	3/17	1:45 pm	Can't Remember. . . Find Out Why
Wed.	3/18	7:00 pm	How to Concentrate
Mon.	3/23	2:25 pm	Curbing Test Anxiety
Tues.	3/24	1:45 pm	Curbing Test Anxiety
Wed.	3/25	7:00 pm	Can't Remember. . . Find Out Why
Mon.	4/6	2:25 pm	Tips for Test Taking
Tues.	4/7	1:45 pm	Tips for Test Taking

**All seminars will last one hour.
Register for all seminars at extension 2715.**

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

Career and Personal Development Center Job Placement Services

A347, extension 2720

The Career Planning and Placement Center assists students with their employment needs while in school and after graduation. Career Planning and 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 Career and Personal Development Center. Visit the center 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 Services

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 wellness 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.

For.....Harper 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 - Tuesdays, 7:30 pm
AA - 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?

Career and Personal Development Center

A347, extension 2220

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

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

Academic Affairs

Dennis Connors	Vice President of Academic Affairs	A317	2370
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

Information Systems

Dan Mooney	Interim Vice President of Information Systems	A115	2336
------------	---	------	------

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

Center for Students with Disabilities

Tom Thompson	Coordinator	D119	2266
Shari Pergricht	Student Development Counselor/Advisor	D119	2266
Karen Hale	Interpreting Services	D119	2266
		TDD-397-7600	

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 Pankanin	Director	A338	2242
	Health Services	A362	2268

Academic Enrichment and Language Studies Division

Liz McKay	Dean	F128	2204
Barbara Schmeltz	Administrative Assistant	F128	2204
Pat Mulcrone	Adult Educational Development	F127	2223
Jean Chapman	English as a Second Language	F127	2226
	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
Damaris Reid	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 Brennan	Economics	J262	2352
	Executive Secretary Development and Secretarial Office Management	I212	2516
Maria Coons	Financial Management	J274	2563
Larry King	History/Education	I109	2431

Pat Beach	Hospitality Management	A141	2874
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	English	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	Child Learning Center		
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 Dincer	Nursing	D191	2523
Ed Metcalf	Parks and Grounds Operation/ Management	V104	2411
Randy Illg	Management	T101	2857
Bob Barger	Pharmacy Technician Program	D191	2476
Judy Dincer	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
Orville Northstrum	CAD and Manufacturing Center	H209	2996
Dave Macaulay	Chemistry	D243	2450
Dominic Magno	Computer Sciences	D224	2345
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	Mathematics	D204	2402
Solveig Bender	Mathematics Lab	D106	2395
William Punkay	Mechanical Engineering Technology	H211	2493
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
-------------	------	------	------

Learning Resources Center

Al Dunikoski	Dean	F204	2550
	Reference Desk		2769

This is Harper College



William Rainey Harper College
1200 West Algonquin Road
Palatine, Illinois 60067-7398
708/397-3000