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William Rainey Harper College

# STUDENT HANDBOOK

1967-1968





This handbook is published as a guide to students at Harper College. It is published with student activity fee funds.

**Harper Grove (Temporary Campus)**

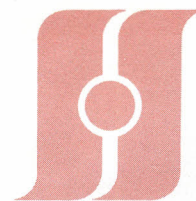
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**Harper College Board of Trustees**

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Welcome to Harper College. I am pleased that you have chosen this new pace setting institution to begin your higher education. As the first class of students, you will be responsible for initiating and molding many activities which may become traditions for future Harper College students. Because of this unique opportunity, I ask that you research and discuss the implication of your activities in order that your recommendations will be compatible with long range goals planned by the community, Board and faculty of Harper College.

As a faculty our primary mission is to offer the very best higher educational programs. This may best be achieved by effective communication between faculty and students. Your leadership and cooperation is essential to the development of these programs and to the progress of the college.

We have been looking forward to your arrival and are anxious for you to participate in this new enterprise. I extend my personal wishes to you and your success.

*Robert E. Lahti*

Robert E. Lahti, President



It is a real pleasure to welcome you, the first students to Harper College. I am sure you will find that Harper is characterized by warmth, friendliness, and quality education. No stone has been left unturned in providing you with the finest in college education.

As dean of students my primary concern is your welfare. I sincerely hope you will feel free to stop in if there is anything I can do to make your stay at Harper more rewarding. Best wishes for a most successful year.

*L. James Harvey*

L. James Harvey, Dean of Students



## COUNSELING

One of the most important aspects of a community college is its counseling program. Harper College recognizes this fact and has developed a strong counseling program. Counselors at Harper College serve as academic advisors, and all full time students are assigned to a specific counselor. Students are urged to visit their counselor whenever questions on their academic program arise. They are also encouraged to see a counselor for assistance in the area of vocational selection, college choice, job or program selection, and when personal or social problems arise.

A counselor is always available in the counseling center which is located in Harper Grove south of the Elk Grove High School. The counseling center maintains a vocational library containing materials describing thousands of vocations. Also in the library is a wide selection of college catalogs for perusal by students.

## FINANCIAL AID AND EMPLOYMENT

An extensive program for meeting the financial needs of students is administered by Mr. Fred Vaisvil, Director of Student Aids and Placement. This office is located in the Student Services Building in Harper Grove. Available to students are scholarships, loans, educational opportunity grants, and various college work opportunities. In addition, students may obtain aid in finding employment in private business and industry. Brochures describing the financial aid program are available in the Student Services Building.

The Director of Student Aids and Placement is also responsible for helping graduates of Harper's two year career programs to find jobs in local business and industry. Students going on to four year colleges also may receive help in investigating financial aids at the institution to which they plan to transfer.

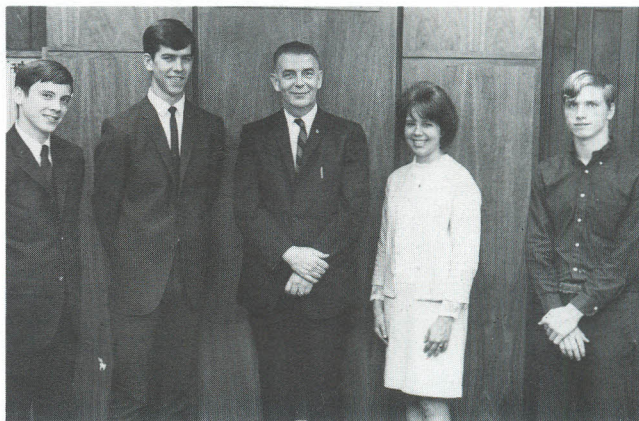
## STUDENT GOVERNMENT

The first student government at Harper College was organized in the Spring of 1967. In district high schools having at least 25 applicants to the college, meetings with those who had applied were held to elect three representatives to the student government. The elected representatives then held their first meeting on June 1, 1967 at which time they formally organized as the Interim Student Assembly. Election of three additional representatives was provided for the fall of 1967 from students attending Harper from outside the district and from high schools within the district that did not qualify for elected representatives in the spring.

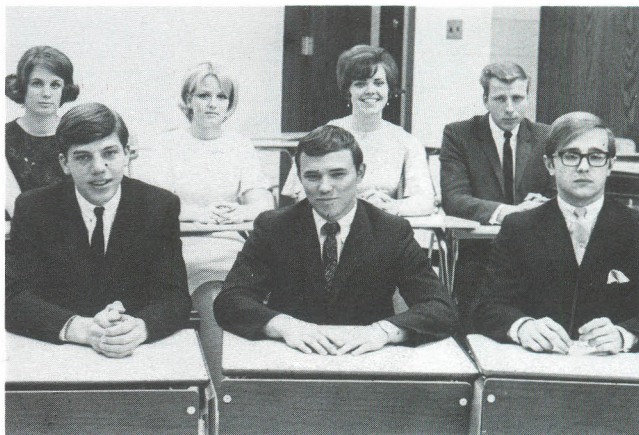
The Interim Student Assembly has two broad areas of responsibility. The first is to carry out the duties of student government at Harper College for the 1967-68 college year. These responsibilities include appointing students to serve on appropriate student faculty committees, developing a budget for the student activity fee monies, developing a social program, and granting franchises to student clubs and organizations. The interim student assembly is also charged with the task of preparing a constitution for the permanent student government at Harper College. This constitution is to be submitted to the students in a referendum no later than March 1, 1968.



Clete Hinton, a Harper counselor, discusses next semester's schedule of classes with Margaret Brookman, a graduate of Forest View High School.

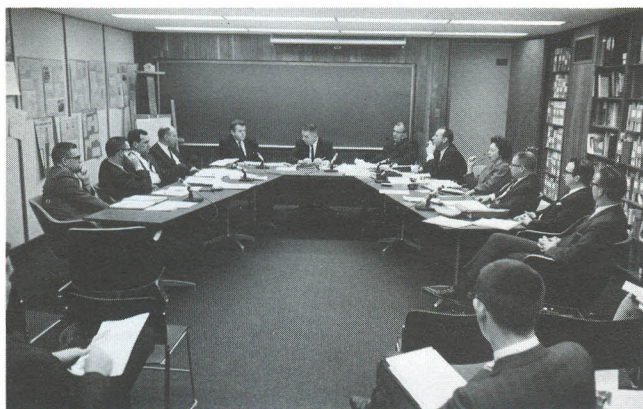


Winners of the first Trustee Scholarships to be awarded by the College pose proudly with John Haas, president of the Board of Trustees. Winners include, from left: Timothy Schlosser, Kenneth Ritzenthaler, Carol Jarvis and Terry Draut. Karen Bock is not pictured.

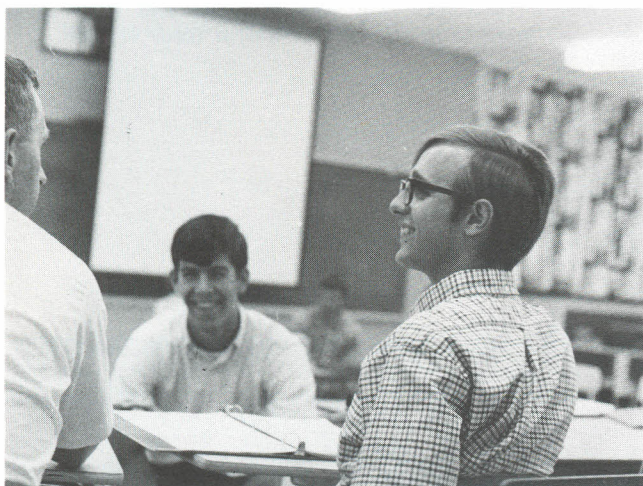


Members of Harper's new Student Assembly Executive Committee includes, from left, front row: Glen Follett, Robert Wintz, chairman; and John Macpherson. Back row, Lyn Easterling, Deborah Belt, Donna Berg and James Pesz.





*Behind the scenes, Harper's Board of Trustees has worked for more than two years to make our September opening possible. The Trustees are shown meeting in the board room of District 214.*



*The Harper Student Assembly financial committee discusses the year's financial picture. The picture seems rosey enough. Left to right: Dr. James Harvey, Ken Ritzenthaler, and John Macpherson, Chairman.*



*Miss Martha Bolt, Harper physical education instructor explains the intricacies of using a trampoline. And it is intricate!*

The Board of Trustees of Harper College has indicated that it considers the student government to be the main vehicle for student participation in the college and in the formulation of policies that affect students. The trustees will look to it to provide the kind of responsible leadership necessary to carry out this most significant role.

### STUDENT ACTIVITY FEE

Student activity fees are used to promote the student activity program. The activity fee fund is budgeted by the student government and approved by the Dean of Students. These monies will be used to support the student newspaper, student yearbook, intramural athletic program, social program, student government, and any other programs or activities which directly benefit the student body.

### I.D. CARDS

I.D. cards are issued to all students to identify them in the community as well as at the college. This I.D. card must be carried at all times and will be used for checking out books from the library, for admission to social and cultural events, for distribution of the college yearbook, and for any other occasions requiring student identification.

During the first weeks of college some students will not have I.D. cards. The receipt issued at registration time will serve as their I.D. card until their card is received. Students who lose their I.D. cards or the receipt given at registration must report this immediately to the Dean of Students office. There is a \$2.00 replacement charge. The I.D. card will be validated each succeeding semester with a sticker given to the student at registration following payment of his fees.

### INTRAMURALS

The intramural program will be developed around the needs and interests of the student body. Mr. Roy Kearns has been appointed director of intramurals. This program is particularly important during the 1967-68 college year since it will give the college some indication of what might best become intercollegiate athletic sports during the 1968-69 college year. Students are urged to participate in intramurals and to let Mr. Kearns know which sports they would like to see included.

### INTERCOLLEGIATE ATHLETICS

Harper College has been formally admitted to the Northern Illinois Junior College Conference. Intercollegiate athletics will begin during the 1968-69 college year. The college has been assigned to the Eastern Division of the N.I.J.C.C. and will compete with the following junior colleges: Wilson, Wright, Crane, Amundsen, Thornton, Bloom, Morton, and Triton. In addition, some games will be scheduled with junior colleges such as College of DuPage, Rock Valley, Sauk Valley, and others who are assigned to the Western Division of the conference. Mr. John Gelch, acting director of athletics, will be developing the program during the 1967-68 college year. Teams in basketball, baseball, golf, tennis, and possibly wrestling are anticipated for 1968-69.



## CLUBS AND ORGANIZATIONS

Students are encouraged to form any clubs and organizations which will promote their educational and social growth. The student government has the main responsibility for setting up procedures for the establishment of such groups on campus. Students interested in starting a club or organization should make application to the student government whose offices are located in the Student Services Building in Harper Grove.

## STUDENT PUBLICATIONS

A student newspaper and yearbook will be published during the 1967-68 college year. It is planned that the newspaper will be published bi-monthly and the yearbook will be published in May of each year. Mr. Henry Roepken of the journalism department is the faculty advisor to the newspaper and yearbook staffs. Students who wish to work on one of these publications should see Mr. Roepken at his office in the faculty office building in Harper Grove.

## BOOKSTORE

The college bookstore, offering a full range of textbooks and supplies, is located in Harper Grove. The bookstore is managed by Mr. Dan Klingenberg whose main responsibility is to service the needs of the student body and faculty. Students are urged to use the bookstore, not only for the purchase of textbooks and supplies, but also for the purchase of paperbacks and other educational aids to supplement the classroom experience.

## CAFETERIA

The Elk Grove High School cafeteria is open to students of the college during the hours of 4:15 p.m. to 9:15 p.m. Monday thru Thursday. Sandwiches and light lunches are served and beverages are available. Smoking is permitted in the cafeteria and students may study there during the evening hours when they are not in class.

## STUDENT LOUNGE

A student lounge is provided in Harper Grove to be open during the day as well as in the evening. Smoking is permitted in the lounge.

## HARPER COLLEGE LIBRARY

The Harper College Library is temporarily sharing quarters with the Elk Grove School Library while the new college is under construction. The Harper Library will offer over 6,000 volumes to the student body on opening day and the number will steadily increase.

The library will be open day and evening. Hours will be posted in the library.

The library staff will be happy to assist students in locating specific books, magazines and records, suggest term paper subjects, organize reference materials for student use and provide access to other libraries' materials through the use of inter-library loans.

Over 175 current magazines and periodicals will serve the reference needs of the student body. Bound yearly issues with some back issues on microfilm substantially increase the utility of this vital segment of the library's reference materials.



*Harper College is fortunate to have available the very excellent facilities of Elk Grove High School, which will serve as a temporary home until our own campus is ready in 1969.*



*The cafeteria, located in Elk Grove High School, serves a dual purpose for Harper students—taking a lunch or coffee break or studying. The library and student lounge also are available for studying.*





*Don't let anyone kid you . . . going to college isn't suppose to be all work!*



*Three of Harper's 40 nursing students model uniforms before prospective students voted for their choice. From left: Patricia Whitaker, Cynthia Curtin and Beverly Hill. The uniform worn by Pat was the one selected as "official."*

To further augment its reference holdings, the library acquired an extensive collection of magazine indexes. The indexes provide leads to past articles in various publications which the library can offer the student from its own or other libraries' stock.

A wide variety of non-print materials also are offered for student and faculty use. These include film strips, films, microfilm, and records. See one of the librarians for instructions regarding their use.

### STUDENT DRESS

Students are expected to dress in keeping with good taste and the accepted standards of the adult community. Any student whose dress offends the college community or disrupts the educational program may be asked to leave the campus.

### STUDENT CONDUCT

The Harper College Board of Trustees has indicated that it considers all college students to be adults. Therefore, students will be dealt with as such and are expected to show adult responsibility. The college reserves the right, however, to discipline students for actions which are detrimental to the college community or which adversely affect the educational program. For serious infractions the college reserves the right to dismiss a student.

### SMOKING

Students are permitted to smoke subject to the following limitations. Smoking in the Elk Grove High School is only permitted in the cafeteria during the college hours of 4:00 P.M. to 11:00 P.M. Smoking is permitted in Harper Grove at any time. Since we are guests on these high school grounds please smoke only in designated areas and properly dispose of all smoking materials.

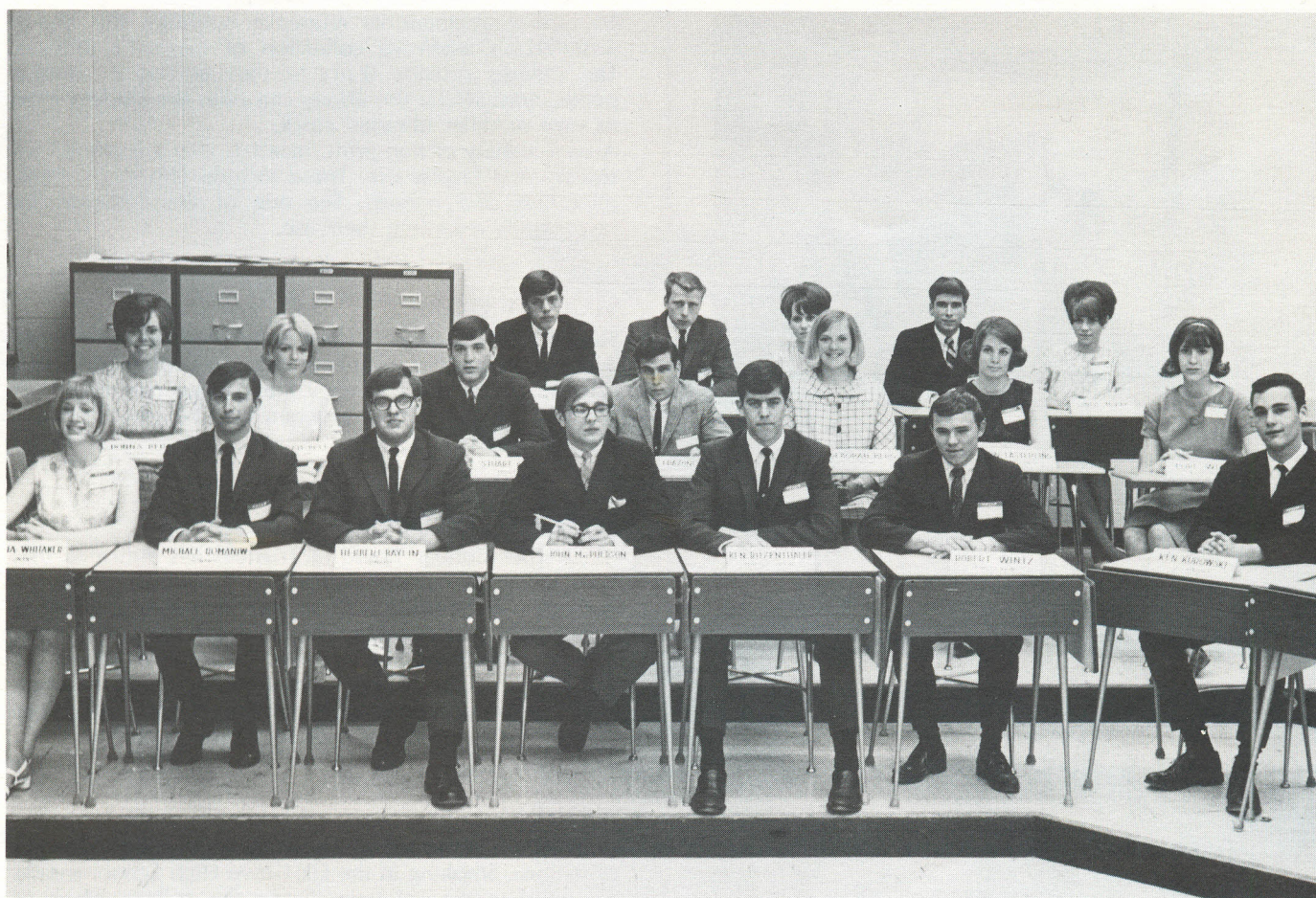
### GRADES AND GRADE POINT AVERAGE

An important average for all college students is their grade point average. This average indicates a student's grade level attainment and it is computed through the use of grade points. Grade points are numerical values which indicate the scholarship level of letter grades. They are assigned according to the following scale:

GRADE	SIGNIFICANCE	GRADE POINTS
A	Superior	4.0
B	Good	3.0
C	Average	2.0
D	Poor	1.0
F	Failure	.0
X	Incomplete	Not counted
W	Withdrawal	Not counted

An example of computing a grade point assignment for a class granting four hours credit is as follows: a student receiving a "B" is awarded 3.0 grade points per semester hour. Total grade points for that course would be 12.0 ( $3.0 \times 4 = 12.0$ ). A student's grade point average is his total grade points divided by the total semester hours completed (see below). If a course is repeated, the semester hours and grades from both the original and duplicate effort will be counted in calculating the grade point.





An Interim Student Assembly was organized last spring and here poses at its first official meeting: Herbert Baylin, Deborah Belt, Deborah Berg, Donna Berg, Lyn Easterling, Glen Follett, Vincent Frazzone, Stuart Gomm, Kenneth Kurowski, John Macpherson, Linda McKay, Susan McKay, James Pesz, George Reineking, Ken Ritzenthaler, Michael Romaniw, Tim Schlosser, Kathy Spielmann, Laurine West, Patricia Whitaker, Robert Wintz. 3 additional members to be elected in the Fall.

At mid-term and at the end of each semester the student will receive a grade for each class in which he was enrolled. The student's G.P.A., however, will be based only on the final grades received at the end of the semester. Mid-term grades have no official standing in the college and are not recorded. They serve to indicate student progress midway through a semester. The following illustrates how a grade point average is computed.

Course	Grade	Semester Hours Enrolled	Semester Hours Earned	Sem. Hrs. Counted for Grade Pt. Average	Grade Points Earned
English 101	D	3	3	3	3
Psychology 101	C	3	3	3	6
Math 102	A	3	3	3	12
Music 136	X	1	0	0	0
English 132	W	1	0	0	0
Business 201	B	3	3	3	9
Engineering 150	F	2	0	2	0
		17	12	15	30.0

The grade-point average is computed by dividing grade points earned by semester hours counted.

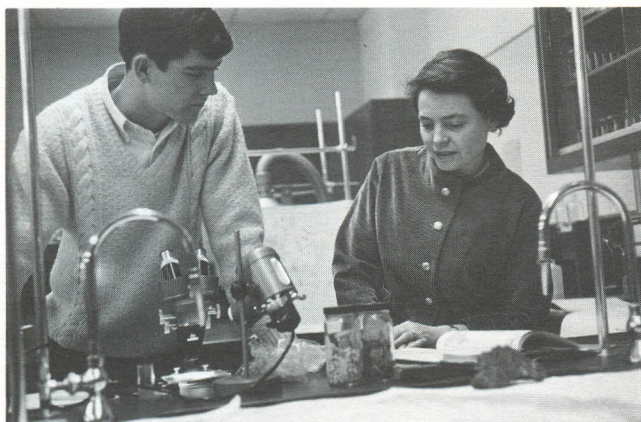
2.0 (Earned Grade Point Average)

15 (Sem. hrs. counted) | 30.0 (Grade Points Earned)



Harper's first student, Timothy Griffith of Palatine, is shown sketches of the new campus by President Lahti, Donn Stansbury, left, director of admissions, and Dr. James Harvey, dean of students, look on.





Harper students have available the excellent laboratory facilities of Elk Grove High School. Here Dr. Betty Embysk, associate professor of geology discusses the uses of a modern microscope with Kenneth Ritzenthaler.



It was an important milestone for Harper College when the first three faculty members signed contracts last winter. Here Dr. Herbert Pankratz, left, dean of instruction, welcomes, l. to r. Rosario DePalma, William Miller and John Thompson.

## ACADEMIC HONORS

Each semester two academic honor lists will be published by the college. Students who have a semester grade point average of 3.75 or higher will be listed on the Trustee's Honor Roll and students with a 3.50 G.P.A. or higher will be included on the Dean's Honor Roll.

## SELECTIVE RETENTION

Students are expected to record normal progress by maintaining a cumulative grade-point average in excess of minimum requirements. Students who have accumulated seven hours of credit but have failed to achieve normal progress may be placed on probation or disqualified in accordance with the following table:

Cumulative Hours	GRADE-POINT AVERAGE		
	Disqualified	Probation	Satisfactory
7-18	.00-.99	1.00-1.49	1.50 or more
19-36	.00-1.29	1.30-1.74	1.75 or more
37 or more	.00-1.59	1.60-1.99	2.00 or more

Students may be disqualified without first being placed on probation if their grade point average is below the standards listed in the above table.

## PROBATION

Probationary students must raise their cumulative grade-point average to the minimum required for the succeeding semester in which they are enrolled or be disqualified. A probationary student may be required to carry a reduced number of units upon the recommendation of his counselor. Students not achieving a satisfactory grade-point average after two semesters on probation will be disqualified from further attendance.

## INCOMPLETES

A student may receive a grade of "X" for unfinished work in a course, provided the work was incomplete because of circumstances deemed to be unavoidable or uncontrollable. The unfinished work must be satisfactorily completed by the mid-term of the following semester or a grade of "F" will be assigned.

## CHANGE OF SCHEDULES

Courses should be carefully selected prior to registration to keep necessary changes to a minimum. When it is apparent a program change is necessary, the request should be made in the Office of the Registrar. Changes are subject to the following conditions:

- No student will be allowed to enter a course after the completion of the first two weeks of a semester or the first week of a summer session.
- All changes in a course schedule must have the approval of the student's counselor and the Registrar.

## WITHDRAWAL FROM COLLEGE OR COURSES

Students who withdraw either from the college or from a particular course must initiate such action in the office of the Registrar. An official withdrawal must be approved by the student's counselor. Failure to attend class or merely giving notice to the instructor will not be considered official notice of withdrawal.



A student may drop a course and receive a withdrawal grade (W) prior to the ninth week of a semester or the fifth week of a summer term; thereafter a grade of F is given for any course dropped. However, if extenuating circumstances develop, a student may petition the Dean of Instruction for a withdrawal grade.

### TUITION REFUND POLICY

Tuition refund requests should be made to the office of the Registrar.

Refunds will be made according to the following schedule:

	Percent of Refund
First week of classes*	80%
Second week of classes	60%
Third week of classes	40%
Fourth week of classes	20%
After fourth week	None

\*Terminates with the Friday following the commencement of the first full week of classes in accordance with the college calendar.

### TRANSCRIPTS

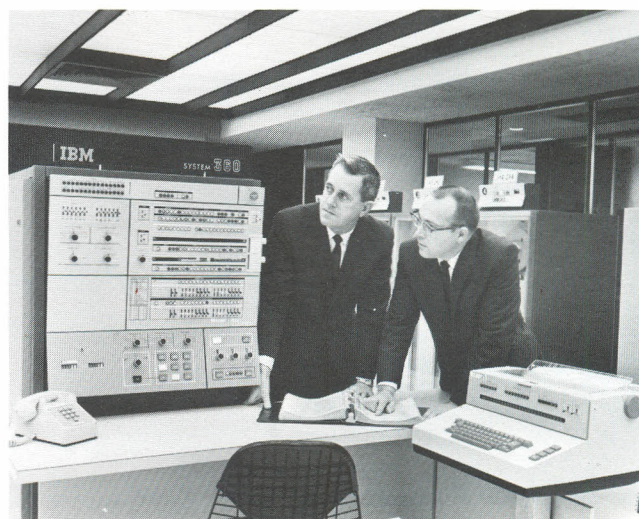
Official transcripts of a student's academic record will be issued and sent at his request to other educational institutions and prospective employers. Each student is entitled to two transcripts without charge. A fee of \$1.00 is charged for each additional copy. Requests for transcripts should be made in the office of the Registrar.

### GRADUATION REQUIREMENTS

1. A minimum of 60 semester hours of credit, at least 30 of which must be earned in attendance at Harper College.
2. A minimum grade point average of 2.0 for all work taken for the associate in arts and the associate in science degrees. A minimum grade point average of 2.0 for any applicable 60 semester hours of work for the associate in applied science degree.
3. Two hours of credit in physical education activity courses in addition to the 60 hours of credit above (1).
4. Satisfactory completion of political science 201 or a passing score on a college administered test on the constitutions of the United States and State of Illinois, the principles of American democratic government and the proper use and display of the American flag (sec. 27-4-school code).
5. A math standard score of 14 or higher on the A.C.T. test, a satisfactory score on a math achievement test administered by the college or the satisfactory completion of a math course at the college numbered 100 or above.
6. Requirement of 60 hours must be in courses numbered 100 or above for the degrees of associate in arts and associate in science.
7. Enrollment in Harper College during the semester in which graduation requirements are completed. Waiver of enrollment requirement by Dean of Instruction where exceptional circumstances warrant.
8. Fulfillment of the degree group requirements.



Even the faculty has its share of meetings. Here President Lahti provides the introductory remarks at the first meeting of Harper's new faculty last spring.



Harper has an IBM 360 computer system on order and will eventually have one of the finest data processing centers in the midwest. Here Roy Sedrel, right, director of data processing and Donn Stansbury, director of admissions, inspect equipment at the IBM center in Chicago.





The Harper College staff has worked closely with the senior colleges so that students may transfer with ease. Here three Harper administrators meet in the office of President Leslie A. Holmes of Northern Illinois University. Left to right: President Holmes of N.I.U., Mr. Donn Stansbury, director of admissions and registrar, Harper; Dr. James Harvey, dean of students, Harper; Mrs. Eugenie Walker, director of admissions, N.I.U.; Dr. Herbert Pankratz, dean of instruction, Harper; Dr. F. R. Geigle, Northern's executive vice president; and Dr. William P. Froom, Northern's director of regional services.



Harper Grove is the temporary home for many aspects of the Harper College program. Harper Grove is in a lovely wooded area south of the Elk Grove High School. Eight mobile units house the various faculty offices as well as the counseling center, bookstore, and student lounge.

#### DEGREE GROUP REQUIREMENTS

	Associate in Arts	Associate in Science	Associate in Applied Science
<b>I. COMMUNICATION SKILLS</b> English 101, 102	6 hrs.	6 hrs.	6 hrs. <sup>1</sup>
<b>II. SOCIAL SCIENCES</b> anthropology, economics, geography, history, political science, psychology, sociology, or social science	6 hrs.	6 hrs.	6 hrs.
<b>III. SCIENCE OR MATHEMATICS</b> biology, chemistry, engineering, geology, mathematics, microbiology, physical science, physics, zoology	8 hrs.	20 hrs.	8 hrs. <sup>2</sup>
<b>IV. HUMANITIES</b> art, fine arts, foreign language, humanities, literature, music, philosophy	6 hrs.	6 hrs.	3 hrs.
	<hr/> 26 hrs.	<hr/> 38 hrs.	<hr/> 23 hrs.

1. Business 130 or 230 or English 99 or 103 may be used in satisfying this requirement under certain conditions. See a counselor for details.
2. Students majoring in an approved applied science degree program may count courses in their major toward fulfillment of this requirement.





*Dr. Robert Lahti,  
President.*



*Dr. James Harvey,  
Dean of Students.*



*Dr. Thomas Seward,  
Director of Counseling.*



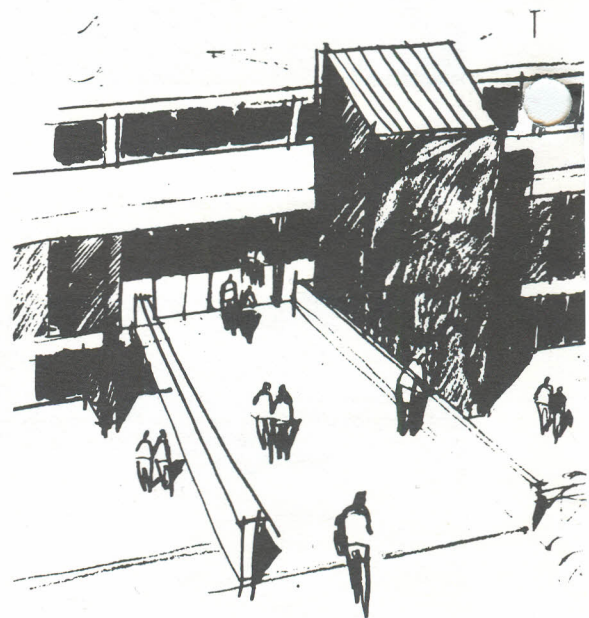
*Mr. Donn Stansbury,  
Director of Admissions.*

## ADMINISTRATORS

LAHTI, DR. ROBERT E.  
President  
PANKRATZ, DR. HERBERT R.  
Dean of Instruction  
HARVEY, DR. JAMES  
Dean of Students  
ANDEEN, DR. G. KENNETH  
Assistant Dean of Liberal Arts  
CUNNINGHAM, HAROLD C.  
Assistant Dean of Career Programs  
STANSBURY, DONN B.  
Director of Admissions and Registrar  
SEWARD, DR. THOMAS C.  
Director of Counseling  
SEDREL, ROY A.  
Director of Data Processing & Research  
UPTON, JOHN H.  
Director of Institutional Development  
and Community Relations  
HEINLY, JOANNE L.  
Coordinator of Nursing  
VAISVIL, FRED A.  
Director of Placement and Student Aids  
MISIC, DON  
Purchasing Agent  
DOLEJS, ANTON  
Comptroller  
PARKER, KENNETH  
Programmer—Analyst  
THIEDA, ROBERT  
Assistant Librarian/Instructor  
WILD, RICHARD A.  
Coordinator of Law Enforcement

## FACULTY

BARTOS, MICHAEL W. ....	English
BAZIK, ANNA MARIE ....	Counselor
BIRKHOLZ, JOHN R. ....	Chairman, Dept. of Business & Social Science
BOLT, MARTHA LYNN ....	Physical Education
CLOUSER, JOSEPH L. ....	Chemistry
COLLISTER, LAREW M. ....	Mathematics
DAVIS, JOHN WILLIAM ....	Spanish
DePALMA, ROSARIO ....	Biology
DUGAN, MARY M. ....	Nursing
ENBYSK, DR. BETTY JOYCE ....	Geology
FALK, CHARLES F. ....	Business
FOUST, WILLIAM R. ....	Art
GANT, MARY MARTIN ....	Mathematics
GELCH, JOHN A. ....	Physical Education
HINTON, CLETE H. ....	Counselor







Mr. Fred Vaisvil,  
Director of Placement and Student Aids.



Mr. Clete Hinton,  
Counselor.



Mr. Raymond Hylander,  
Counselor.



Miss Anna Marie Bazik,  
Counselor.

HYLANDER, RAYMOND A. ....	Counselor
KALISH, EDWARD M. ....	History
KEARNS, ROY G. ....	Physical Education
KING, SHERWIN L. ....	History
KNUDSEN, JOHN A. ....	Art
LANG, RICHARD S. ....	Data Processing
MAKAS, GEORGE P. ....	Music
MCCABE, THOMAS R. ....	Mathematics
MEIER, HENRY C. ....	German
MILLER, WILLIAM H. ....	Biology
MUCHMORE, JOHN ....	Speech
MUSSELL, ROGER ....	Engineering
OSTROWSKI, MICHAEL V. ....	Psychology
PHILLIPS, ALICE F. ....	Business
POWELL, ROBERT M. ....	Chairman, Dept. of English & Communications
PUNKAY, WILLIAM R. ....	Mechanical Design
ROEPKEN, HENRY ....	Journalism
RYAN, MARTIN J. ....	English
SANDERSON, IRENE Y. ....	French
SIEDBAND, JORDAN H. ....	Physics
SINGELMANN, JAY C. ....	Business
STEVENS, MARJORIE JUNE ....	English & Russian
STEWART, RONALD G. ....	Sociology
SWANSON, MARILYN LAVERNE ....	English
THOMPSON, JOHN H. ....	Chairman, Depts. of Science & Math
TRUNK, ROSE ....	Business
URBANSKI, JACQUELINE MARIE ....	English
ZILKOWSKI, ROBERT ....	Business
ZIMANZL, THOMAS ....	English

#### SECRETARIAL STAFF

Leonard, Mrs. Julie ....	Secretary to the President
Williams, Mrs. Eleanor ....	Secretary to the Dean of Business
Swanson, Mrs. Janet ....	Secretary to the Dean of Instruction
Palmer, Mrs. Frances ....	Secretary to the Dean of Students
Morgan, Mrs. Mary Jo ....	Secretary to Asst. Dean of Career Programs
Gosser, Mrs. Carolyn ....	Secretary to Asst. Dean of Liberal Arts
Dahlgren, Mrs. Marie ....	Placement and Student Aids
DeMares, Mrs. Mary ....	Counseling
Anderson, Mrs. Joyce ....	Admissions
Decker, Mrs. Dottie ....	Admissions
Hipple, Mrs. Iris ....	Admissions
D'Agostino, Miss Rita ....	Data Processing
Hasenmiller, Mrs. Mary Jo ....	Community Relations
Cwik, Mrs. Betty ....	Library
Akers, Mrs. Barbara ....	Nursing
McDonald, Mrs. Jeannine ....	Purchasing
Johnson, Mrs. Doloris ....	Admissions
Freeman, Miss Colleen ....	Clerk
Peterson, Miss Nancy ....	Bookstore







*This artist's rendering shows Harper's new campus as it will appear when completed. The new campus, at the corner of Roselle and Algonquin Roads in Palatine, is now under construction with Phase #1 due for completion in 1969.*







## PEOPLE TO SEE AT HARPER COLLEGE

### Academic Regulations

Dr. Herbert Pankratz, Dean of Instruction

### Credits or Graduation Requirements

Mr. Donn Stansbury, Director of Admissions and Registrar

### College Newspaper or Yearbook

Mr. Henry Roepken, Instructor of Journalism

### Dropping and Adding of Courses

Mr. Donn Stansbury, Director of Admissions and Registrar and Your Counselor

### Full Time or Part-Time Work

Mr. Fred Vaisvil, Director of Placement and Student Aids

### Grade Reports

Mr. Donn Stansbury, Director of Admissions and Registrar

### G.I. Bill

Mr. Fred Vaisvil, Director of Placement and Student Aids

### Intercollegiate Athletics

Mr. John Gelch, Acting Director of Athletics

### Intramural Athletics

Mr. Roy Kearns, Dir. of Intramural Athletics

### Lost I.D. Card

Dean of Students Office

### Lost and Found Items

Dean of Students Office

### Permission to carry more than 18 hours

Dr. Herbert Pankratz, Dean of Instruction

### Personal Problems

A College Counselor

### Scholarship, Loans or Other Financial Aids

Mr. Fred Vaisvil, Director of Placement and Student Aids

### Social Activities

The President of the Student Body,  
or Dr. James Harvey, Dean of Students

### Social Event Approval

Dean of Students Office

### Student Government

Dr. James Harvey, Dean of Students

### Study Habits Improvement

A College Counselor

### Transfer to Another College

Your Counselor, or Mr. Stansbury, Director of Admissions and Registrar

### Transcript of Your Credits

Mr. Stansbury, Director of Admissions and Registrar

### Tuition Payment

Business Office

### Tuition Refunds

Mr. Stansbury, Director of Admissions and Registrar,  
and Business Office

### Vocation or Job Selection

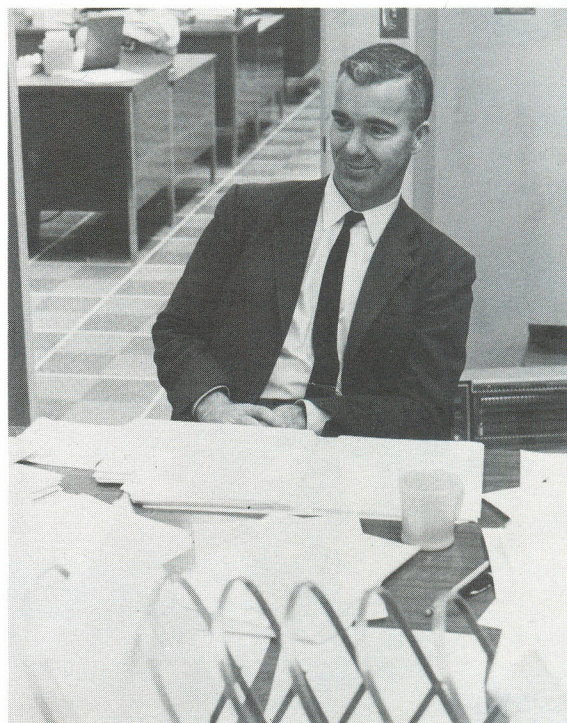
A College Counselor

### Withdrawal From College

Mr. Donn Stansbury, Director of Admissions and Registrar and Your Counselor



PANKRATZ, DR. HERBERT R.  
Dean of Instruction



UPTON, JOHN H.  
Director of Institutional Development  
and Community Relations



## TIPS ON SUCCEEDING IN COLLEGE

### I. Improve Your Reading

Reading is one of the most important academic skills. Do everything possible to improve your speed and comprehension. The college offers counseling help on your reading as well as specialized courses designed to meet individual needs for reading improvement.

### II. Find A Quiet Place To Study

Establish good study habits right from the beginning. Find a study area free from distractions where you can concentrate without interruption.

### III. Clarify Your Vocational Goals

If you are not absolutely sure of your vocational goals, or if you would like to re-examine them, see one of the college counselors. A student needs to be clear on his future so that he can receive maximum benefit from his educational program. Clarifying your goals may be directly related to your motivation for doing successful college work.

### IV. Make Maximum Use Of The Library

In many ways the library is the heart of the college. Become skilled in its use. If you have questions regarding use of the library, please consult the library staff.

### V. Attend Class Regularly

Class attendance is crucial. In college material is presented more rapidly than in high school, and there are fewer class meetings. Each class, therefore, becomes an important learning experience in itself. If an absence is unavoidable be sure to check with other students to obtain any missed material.

### VI. Be Curious — Ask Questions

Curiosity is an important factor in learning. If you have questions regarding academic matters don't hesitate to talk to faculty members, to counselors, or to students who can assist you.

### VII. Relate College to Life Goals

Seek to understand how each part of the college (courses, programs, etc.) relate to your personal goals. If this is not readily apparent talk to your instructor, counselor, or college administrator and ask for an explanation. Understanding this relationship is directly related to motivation.

### VIII. Do Not Work Excessively

No student can work more than half-time, or between 15 and 20 hours a week and do justice to a full time college program. A rule of thumb is that for each hour in class you need to spend two hours outside of class in preparation. Following this rule, college requires 40 to 50 hours a week. Too much outside work can be extremely costly, in money, grades and health.

### IX. Be Resolute and Determined to Succeed

Perhaps the most important factor in a student's success in college is being determined to succeed. This is the only frame of mind that will permit overcoming significant obstacles. Many very capable students leave college every year due to a lack of determination and "sticktoitiveness." Don't be one of them. If you become discouraged see your counselor.

### X. Take Full Advantage of the Co-Curricular Program of the College

Colleges offer a variety of educational opportunities outside of the classroom. These often involve lectures, concerts, social activities, athletic activities, and a wide variety of other activities. Not only can these activities broaden your knowledge and understanding, but they can also fill leisure time productively, and help you develop socially.

### XI. Learn To Use The College Bookstore

The bookstore is more than just a place in which to purchase texts and supplies. It also offers a wide variety of books and educational aids with which a student should be familiar. A little time spent browsing in the college bookstore can be a worthwhile experience.

### XII. Think Independently — Don't Give Up An Idea

One of the attributes of an educated person is that he thinks independently. It is important to develop your own ideas and to defend them intelligently. Resist the temptation to conform to the ideas of others. At the same time, resist the other extreme of holding onto ideas when the weight of evidence clearly demonstrates them to be false.

### XIII. Use Your Time Wisely

With time at a premium in college it is crucial to learn to use it wisely. Don't wait until the last minute to cram for a test in order to pass a course. Most college students find that there is enough time to do all work adequately if their time is well planned.

### XIV. Develop Good Study Habits

If good college study habits are a problem join one of the study habits seminars, or see a college counselor. They will help you get the maximum benefit from your study time.

### XV. Get Help In Solving Difficult Problems

The college offers an outstanding counseling service to students who need help with educational, vocational or personal-social problems. If difficult problems begin to affect your ability to concentrate, see a counselor. Seeking help with personal problems is a sign of strength rather than weakness.

### XVI. Don't Cheat

Cheating is one of the most destructive forces known on a college campus. Even if the student is never caught this form of behavior is destructive psychologically, socially, and educationally.

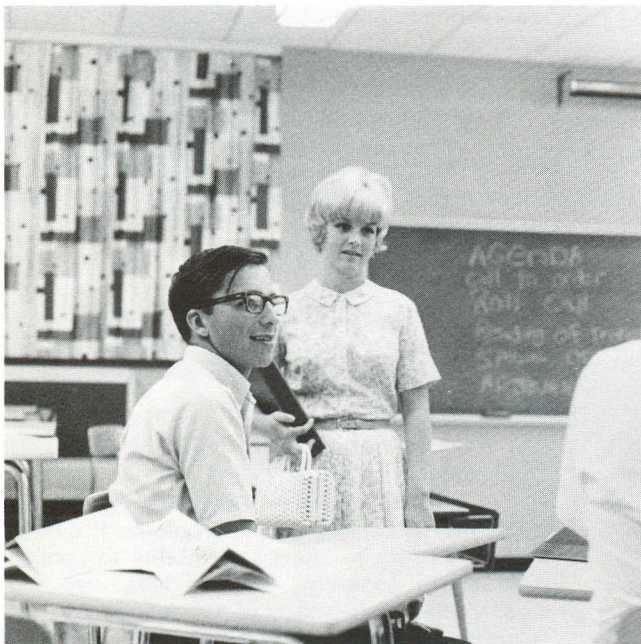


## XVII. Seek To Clarify Your Personal Values and Philosophy of Life

College attendance frequently stimulates a re-examination of life's values and goals. It is also a time when students internalize their philosophy of life. Studies show that value changes beyond college age are usually minor. In essence college offers an excellent chance to evaluate your philosophy of life. You should take advantage of every opportunity to discuss basic life issues in classes, in faculty conferences, with counselors, with visiting lecturers, or in other college gatherings.

## XVIII. Learn Good Problem Solving Technique

Much of life's activity is spent in resolving problems. Learn to define problems clearly, to gather evidence thoroughly, to think thru alternatives and explore hypotheses, to weigh the consequences of actions, to make decisions, and to evaluate the results of actions. Practice these steps and if needed see a counselor on how to improve your problem solving technique.



Deborah Belt, co-chairman of the social committee, and Michael Romaniw, member of the financial committee, discuss funds for the first college dance to be held October 7. The American Breed, a popular entertainment group, will highlight the dance.

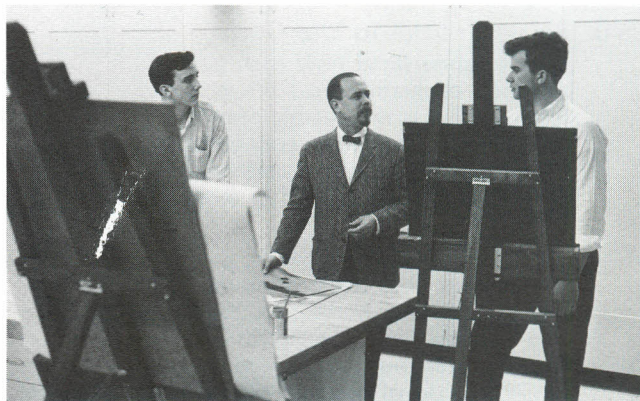
## COLLEGE TERMINOLOGY

**Associate Degree**—A two year degree offered by colleges throughout the country. Harper College offers three different associate degrees. These are: The Associate of Arts (A.A.), the Associate of Science (A.S.), and the Associate in Applied Science (A.A.S.).

**Career Programs**—One or two year programs leading directly to employment. Students completing one year career programs receive certificates of completion and students completing two-year programs receive the Associate in Applied Science degree.



Counseling is one of the most important services provided by Harper and all students are encouraged to utilize it. Miss Anna Marie Bazik, one of four counselors on the faculty, discusses next semester's schedule with David Garland.



William Foust, Harper art instructor, discusses some of the finer points of oil painting with two of his students.



**Charge-back**—The Illinois Junior College law provides that students who live in a high school district not part of a junior college district, or students who wish to take a program not offered by the junior college in their district, may attend any other public junior college in Illinois paying only the resident tuition and fees. The district from which the student comes must pay the charge-back which is the difference between the student's tuition plus state reimbursement and the actual cost of educating the student. In order for a student to qualify for the resident fee rate, he must apply for a charge-back authorization by July 1 prior to registration. Students having questions about charge-backs should see the Director of Admissions.

**Class Section**—A group of students meeting to study a particular course at a definite time. Sections are identified in the class schedule by specific section numbers and times. Some courses in the class schedule will have many sections. For example—Psychology 101-03 (the 03 indicates section 3.)

**Course**—A particular portion of a subject selected for study. A course is identified by a course number. For example—Psychology 101.

**Course Description**—Statements identifying the content of a course. Course descriptions are found in the college catalog.

**Course Title**—A phrase descriptive of course content. For example—the course Psychology 101 is called *Introduction to Psychology* which is the course title.

**Curriculum**—A group of courses planned to lead to some specific competence in a field of study and to a certificate or associate degree. For example—data processing curriculum.

**Degrees**—A title conferred by a college or university upon completion of a particular program of academic work. Some typical college degrees are the Associate of Arts (A.A.), the Bachelor of Science (B.S.), the Master of Arts (M.A.), the Doctor of Philosophy (Ph.D.), and the Doctor of Education (Ed.D.)

**Department**—An organizational unit within a college, usually a subject matter field within which courses are offered. For example—typical departments at Harper are Mathematics, Biology, History and Art.

**Division**—A college organizational unit usually made up of a grouping of related departments. For example—the division of social sciences or the division of life and health sciences.

**Elective**—A non-designated course within a curriculum. An elective permits a student to select a course of his choice within his program rather than taking a specifically designated course.

**Grade Point Average (GPA)**—A numerical average which indicates how well a student has done in his college work. At Harper College this is based on a four point scale ranging from 0 (F) and 4 (A). See page 5 for further information and instructions on how to compute the grade point average.

**Grade Point (or honor quality point) Deficiency**—The number of grade points a student lacks from having a "C" (2.0) grade point average. The possession of fewer grade points than twice the number of semester hours attempted.

**Grant-in-Aid**—A monetary sum given to a student for a service rendered to the college. This is usually granted without relationship to financial need or scholastic average.

**Major**—The subject matter field of study which a student selects to emphasize.

**Minor**—The subject matter field of study which a student chooses for secondary emphasis. A minor is seldom required for the associate degree, but often required for bachelor and graduate degrees.

**Prerequisites**—Requirements which must be met and/or courses which must be taken prior to enrolling in a specific course. Course prerequisites are listed in the catalog.

**Probation**—The academic status of a student who is on scholastic trial or warning. See page 7.

**Quarter Hours**—Colleges on the quarter system grant credits in terms of quarter hours. A quarter hour is worth two-thirds of a semester hour. Quarter hours can be converted to semester hours by multiplying the number of quarter hours by two-thirds. Harper College uses semester hours of credit.

**Registration**—The process of selecting courses, completing college forms, and paying fees, all of which must be completed prior to the beginning of classes each semester.

**Scholarships**—Monetary grants given to a student in recognition of outstanding academic achievement. Scholarships are sometimes based on financial need as well as scholarship.

**Selective Retention**—An official college policy stating minimum academic levels necessary for continuance in college. See page 7.

**Semester Hours**—Credits offered by colleges on the semester basis. Each course carries a designated number of semester hours of credit which is usually based on the number of hours per week that a class meets. Exceptions to this rule usually occur in courses with labs.

**Transfer**—The conveyance of a student's credits from one college to another.

**Transcript**—The official college record of a student's academic standing. It usually includes biographical data, test scores, and college grades.



## SEPTEMBER 1967

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 Labor Day	5	6	7	8 Registration	9
10	11 Registration	12 Registration	13 Classes Begin	14	15	16
17	18	19	20	21	22 Last Day for Late Registration	23
24	25	26	27	28	29 Last Day for Adding Classes	30

## OCTOBER 1967

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7 Dance — 8 P.M. Elk Grove H.S.
8	9	10	11	12	13 Last Day for Tuition Refund	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



## NOVEMBER 1967

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10 Last Day for Withdrawals	11 Veterans Day
12	13	14	15	16	17 Mid-term	18
19	20	21	22	23	24	25
				Thanksgiving Vacation		
26	27 Classes Resume	28	29	30		

## DECEMBER 1967

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22 Christmas Vacation Begins 12:00 P.M.	23
24	25	26	27	28	29	30
31			CHRISTMAS VACATION			



## JANUARY 1968

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
	CHRISTMAS VACATION					
7	8 Classes Resume	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
	SEMESTER EXAMS				END OF FIRST SEMESTER	
28	29	30	31 Registration			

## FEBRUARY 1968

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
				REGISTRATION		
4	5 Classes Begin	6	7	8	9 Last Day for Late Registration	10
11	12	13	14	15	16 Last Day for Adding Classes	17
18	19	20	21	22	23	24
25	26	27	28	29		



# MARCH 1968

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Last Day for Tuition Refund	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29 Last Day to Make Up First Semester In- completes  Mid-term	30
31						

# APRIL 1968

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
			SPRING VACATION			
14	15 Spring Vacation	16 Classes Resume	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



## MAY 1968

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30 Memorial Day No Classes	31	

## JUNE 1968

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7 End of Second Semester	8
9	10	11	12	13	14	15
16	17 Classes Begin	18	19	20	21	22
23	24	25	26	27	28	29
30						



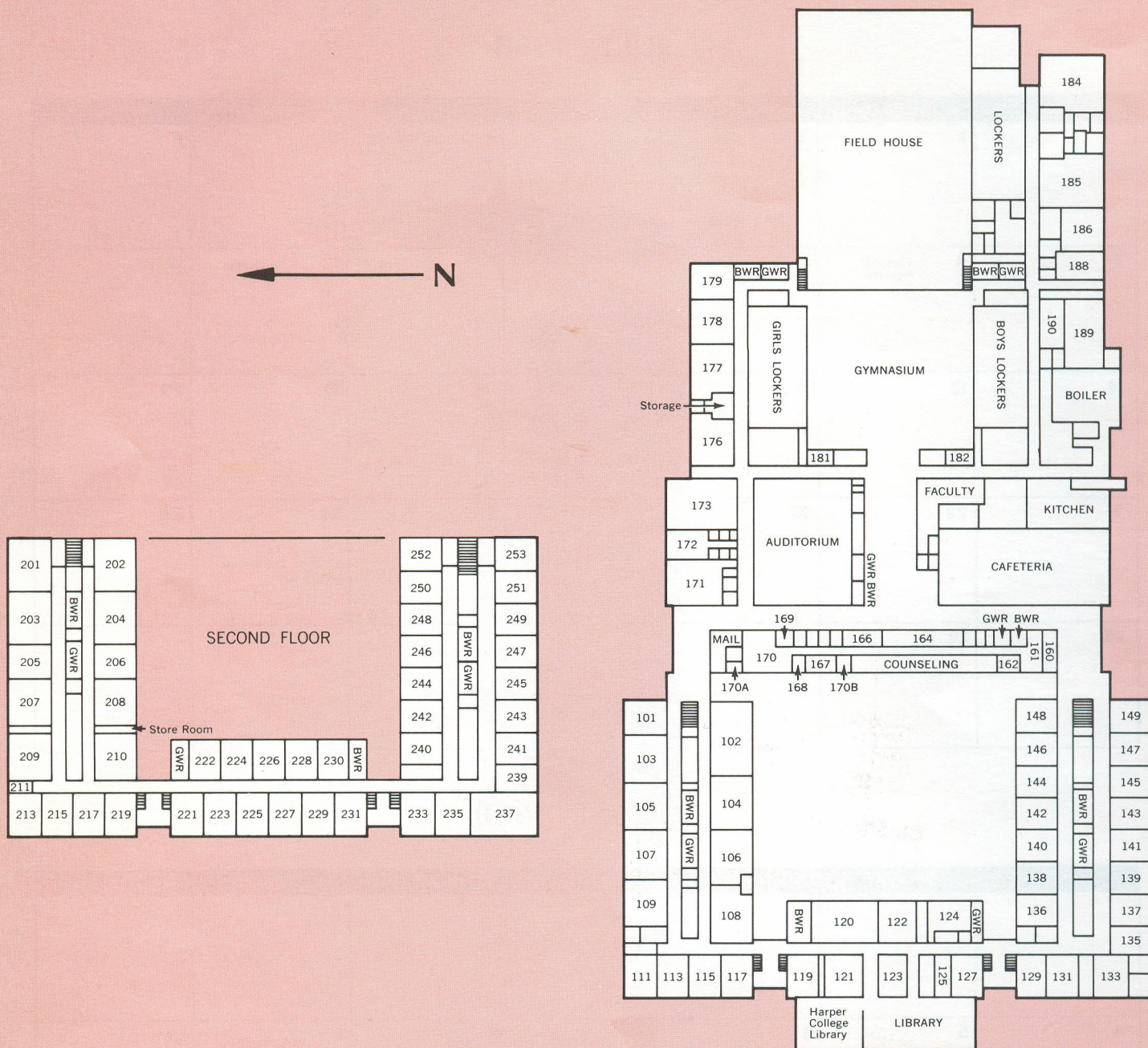
## JULY 1968

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4 INDEPENDENCE DAY	5	6
				NO CLASSES		
7	8 Classes Resume	9	10	11	12 Mid-term	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## AUGUST 1968

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 End of Summer Session	17
				FINAL EXAMS		
18	19	20	21	22	23	24
25	26	27	28	29	30	31

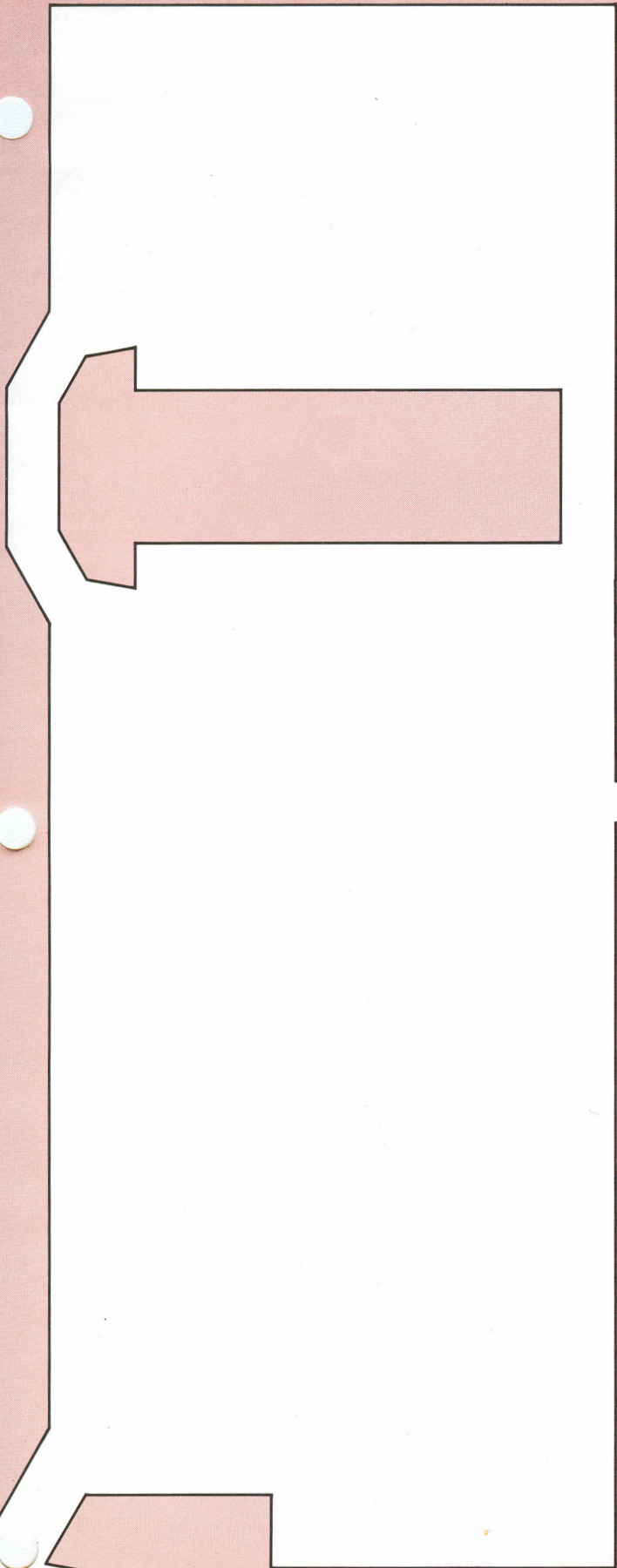




# ELK GROVE HIGH SCHOOL

ARLINGTON HEIGHTS ROAD





**HARPER GROVE**

