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1968-1969 Student Handbook



**THE
HAWKEYE**

William Rainey Harper College

Harper Grove (Temporary Campus)

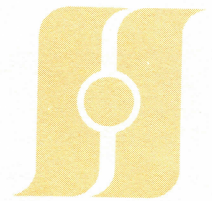
510 W. Elk Grove Boulevard
Elk Grove, Illinois 60007
Phone 437-7000

Forest View (Temporary Campus)

2121 S. Goebbert Road
Arlington Heights, Illinois 60005
Phone 437-4600

**President's Office, Business Office &
Data Processing Center**

1501 South Roselle Road
Palatine, Illinois 60067
Phone 358-9100

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Harper College Board of Trustees

Richard L. Johnson - President
Mrs. Jessalyn M. Nicklas - Secretary
John A. Haas
James J. Hamill
Milton C. Hansen
Dr. L. E. Hutchings
John Kuranz



Welcome to the second history making year at Harper College. Our first successful year of operation does not qualify us to be "experts" but should stimulate us to reflect on our achievements and challenge us to even greater accomplishment.

I know that returning students and new incoming freshmen will strive with the faculty and board to realize the goal of excellence held for Harper from its very beginning. Excellence through spirit and self assessment can make Harper one of the most prestigious two year colleges in the nation.

I am extremely pleased that each of you have selected William Rainey Harper College for continuing your educational career. We hope that the wisdom of your choice will be even more apparent to you as you continue your education with us.

Sincerely,

Dr. Robert E. Lahti
President



It is a pleasure to extend a cordial welcome to all new students and a hearty welcome back to those returning for their second year at Harper.

I would like to encourage all Harper students to take full advantage of the outstanding educational opportunities Harper offers. In particular I would like you to note the full co-curricular program which is rapidly developing and which can deepen and enrich the classroom experiences. For example, the co-curricular program offers participation in student government, various clubs and organizations, the college lecture-concert series, intercollegiate athletics, intramural athletics, dramatics, musical groups or the college travel program. All of these can significantly add to your educational as well as your personal-social development. Please participate whenever possible.

As Dean of Students I consider myself the student's representative in the college administration. If at any time you would like to discuss a matter with me regarding college policies, programs, etc. please come in. You will find the door open and I will appreciate the opportunity to talk to you.

Best wishes for a most successful year.

Dr. James Harvey
Dean of Students



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STUDENT PERSONNEL

COUNSELING

An adequate counseling program is one of the most important and necessary aspects of a community college. Harper College recognizes this fact and has developed an extensive program of counseling services. All students are encouraged to see a counselor when personal or social problems arise, or when they need assistance in the areas of vocational selection, college choice, or job and program selection. Counselors at Harper College also serve as academic advisors, and all full time students are assigned to a specific counselor.

An extensive program in group counseling and basic encounter discussions is also available. Parents, as well as students and faculty may find this experience beneficial.

A counselor is always available in the Counseling Center which is located in Harper Grove, south of Elk Grove High School. Counselors are also available in Room 138 of The Elk Grove High School. The Counseling Center maintains a Career Library containing materials describing thousands of vocations. Filmstrips and recordings on career information and a machine used for assisting the student in college selection is available at any time. The Career Library also has a wide collection of college catalogs for personal use by students.

FINANCIAL AID AND EMPLOYMENT

An extensive program for meeting the financial needs of students is administered by Mr. Fred Vaisvil, Director of Placement and Student Aids. This office is located 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 at Forest View or in the Counseling Center in Harper Grove.

The Director of Placement and Student Aids 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.

VETERAN ASSISTANCE AND WAR ORPHANS

The Placement and Student Aids office of Harper College provides services to veterans eligible under the Korean and Cold War G.I. bills, the Veterans Vocational Rehabilitation Act, and War Orphans Education Assistance Program. Eligible students should contact the nearest veterans administration office to apply for the programs, or contact Harper's Placement and Student Aids office for further details.



Harper encourages informal student-faculty contacts. Here Mr. Charles Falk of the business department chats with two students in the Harper bookstore.



The model of Harper's new campus was on display for several weeks last year at the Randhurst Shopping Center. Inspecting the model are Harper Trustees (from left): Paul O'Dea, Mrs. Jessalyn Nicklas and Milton Hansen.



A group of trustee scholarship winners from district high schools meet with the president of Harper's board, Mr. Richard Johnson. (L. to R.) standing — David Sauter, Rita Tosto, Mary Ann Wellbank, Ken Nelson and Chris Pankratz. Seated (L. to R.) — Sharon Levendoski, Mr. Johnson, and Cynthia Ewertz.



Many ingredients go into what is called "an education." As part of Harper's interest in things cultural, a local group makes the scene for a concert-dance in the cafeteria.



The new student senate president, Sean Ryan (left) receives congratulations on his election from the chairman of the senate elections committee Mike Romaniw.



It smarts! Johnny Morris a member of the Chicago Bears football team tells Harper students how it feels to get hit by a big pro lineman. Johnny spoke on the college lecture-concert series.

SOCIAL SECURITY

Social security benefits are provided for dependents of deceased breadwinners in the social security program. Students are eligible for compensation through age 22 if they are participating in post-secondary educational programs at an approved educational institution.

DIVISION OF VOCATIONAL REHABILITATION

Compensations are provided to handicapped students in conjunction with the local state division of vocational rehabilitation office.

TUITION REBATES

Tuition rebates are provided by many businesses and industries in the community. Students should contact their company representative for further details.

For further information please contact the office of Placement and Student Aids.

STUDENT GOVERNMENT

During the 1967-68 year Harper's Student Government was directed by an Interim Student Assembly. One of the main tasks of the assembly was to draw up a permanent constitution for student government. This task was completed and on April 22, 1968 the Harper student body voted to accept the constitution found below. The SSHC (Student Senate Harper College) thus becomes the governing body for students.

Elections were held in May for officers and for a portion of the new senators. Fifteen additional senators will be elected in September to complete the Senate. Any interested students are urged to run for office in the fall and all students are asked to support their student government. Officers for the 1968-69 year are Sean Ryan, president; Lori West, vice-president; Larry Green, treasurer; Donna Berg, corresponding secretary and Karen Bock, recording secretary.

The college looks to the student senate as the main vehicle of student participation in the college and in the formulation of policies that affect students.

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 Director of Student Activities 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 this year will continue to be developed around the needs and interests of the student body. During the 1967-68 college year the student interest and participation grew with each activity offered in the intramural program. Many interest groups were formed in a variety of activities, some of these interest groups this year will develop into clubs and seek competition on an intramural basis with the colleges and universities in our area.

All students are welcome to participate in the wide variety of activities the college intramural program will offer. These activities will include a competitive sports program for men, Woman's Athletic Association activities, co-ed sport activities, interest groups, and sport clubs.

The intramural office will be open each day from 1:00 to 5:00 P.M. Feel free to drop in and talk with us about any activity you have an interest in. Mr. Roy Kearns, coordinator of intramural athletics and recreation welcomes your participation. Miss Martha Bolt will coordinate the women's program.



This is sports? Actually, Jerry Maculitis and Bob Wintz are not in pain — they're merely concentrating. Wrestling will be one of seven sports in which Harper will field intercollegiate teams this year.

INTERCOLLEGIATE ATHLETICS

The 1968-69 season introduces seven sports to the Harper College Intercollegiate Athletic Program. They are, Baseball, Basketball, Cross Country, Golf, Tennis, Track and Wrestling. This program will be carried out according to the rules of the Northern Illinois Junior College League and the National Junior College Athletic Association. The NIJCL has a membership of eighteen (18) colleges, and is divided into an eastern and western division. Member colleges and divisional affiliations are:

East Division

Amundsen (Chicago)
Crane (Chicago)
Harper (Palatine)
Morton (Cicero)
Prairie State (Bloom)
Thornton (Harvey)
Triton (Northlake)
Wilson (Chicago)
Wright (Chicago)

West Division

Black Hawk (Moline)
DuPage (Naperville)
Elgin (Elgin)
Highlands (Freeport)
Illinois Valley (LaSalle Peru)
Joliet (Joliet)
Rock Valley (Rockford)
Sauk Valley (Sterling)
Waubonsee (Aurora)

Through the NJCAA teams can advance to the National Championship beginning with local sectional and intersectional play-off.

The student body has selected the Hawk as the official mascot, and light maroon and light gold as the official colors.

CLUBS AND ORGANIZATIONS

Students are encouraged to join existing groups and to form any others that may interest them. Below are listed some of the organizations started in Harper's first year.

Any students wishing to form additional groups may do so by following a simple procedure established by the Student Senate. Students so desiring should see Mr. Borelli the Director of Student Activities.

The student senate has banned the formation of fraternities and sororities.

Clubs and organizations formed during the 1967-68 year:

FUTURE SECRETARIES ASSOCIATION

The purpose of the F.S.A. is to engender interest in the secretarial field, and to encourage continuing education through association with those engaged in the secretarial profession.

HARPER STUDIO PLAYERS

This group promotes and encourages drama on the Harper campus. They put on one or more productions for the student body during the year. In 1967-68 they gave three one act plays and the Thurber Carnival. Students interested in drama are encouraged to join.



We've got a deadline to meet folks! Garry Lovell (seated center) editor of the college paper, the Harbinger, discusses the next issue of the paper with some of the staff. Standing (l. to r.): Dave Garland, Don Boscamp, Sally Weiler, and Tom Clark. Seated (L. to R.) are Brian O'Shaughnessy and Garry Lovell.



A tense moment during a Harper intramural basketball game. Basketball is one of a wide variety of intramural athletics for both men and women.

JUDO CLUB

Formed to promote the instruction and philosophy of judo, this club invites interested students to join them in their activities.

NURSES CLUB

Students in the nursing program are eligible for this group which is one of the most active on campus.

RUSSIAN CULTURE CLUB

Founded to encourage and promote the further study of the Russian language and culture, this organization also encourages interested students to apply for membership.

SKI CLUB

The purpose of the Ski Club is to make the sport of skiing more enjoyable by providing group skiing opportunities for Harper students.

At least two other groups have indicated an interest in beginning during the 1968-69 year. They are:

ELECTRONICS CLUB

(Junior Engineering Technical Society) under the sponsorship of Mr. Mussell.

JUNIOR CHAPTER OF THE AMERICAN DENTAL HYGIENISTS ASSOCIATION under the direction of Dr. Vandever.

EUROPEAN TRAVEL PROGRAM

The college will initiate a travel program in the summer of 1969 with a 21 day tour of Europe. All Harper students and members of the community are eligible to go. The tour will be low cost and will offer an opportunity for students to see London, Paris, Rome, Amsterdam and many other European cities. There are a limited number of European work-study scholarships available for those who wish to acquire the cost of the trip during the college year. For details on the trip see the Dean of Students or the Director of Student Activities. In the future Harper intends to add tours to other parts of the world and the U.S.A.

STUDENT PUBLICATIONS

A student newspaper, the Harbinger, and yearbook, the Halcyon, will be published during the 1968-69 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 building #8 in Harper Grove.

BOOKSTORE

The Harper College Bookstore, located in Harper Grove, offers a full range of new and used textbooks

and student supplies. 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 the purchase of paperbacks and other educational aids to supplement the classroom experience. As an additional service, the bookstore buys textbooks that the student no longer needs.

CAFETERIA

Food services are offered to Harper students at both the Elk Grove and Forest View campuses. At Elk Grove the cafeteria is open from 5:00 P.M. until 9:15 P.M. At Forest View the food service is available from 4:15 P.M. until 8:45 P.M. The cafeterias on both campuses serve as informal student centers. Students are welcome to spend time between classes studying or discussing the issues of the day in these areas. The cafeterias are the only areas where smoking is permitted in the high school buildings.

BULLETIN BOARDS AND COLLEGE NEWS

It is very important that college students make an attempt to keep abreast of events occurring on campus. The college makes events and announcements available to students in several ways and we ask each student to make an effort to check these sources of information. For example college bulletin boards are placed in each high school with a list of weekly college events and announcements. The college newspaper, the Harbinger, also carries a column of coming events in each issue. In addition bulletins are published and announcements read in classes on occasion and students are asked to note these and pass the word on to their friends.

LIBRARY

The Harper College Library is located in room 119 of the Elk Grove High School. Audio-visual equipment, including a listening center with 16 head-phone outlets, is in room 121. Additional Library facilities including use of the Forest View School Library will be located at Forest View. There are more than 15,000 volumes in the collection with approximately 500 magazine subscriptions, a few newspapers, a number of records, tapes, films, filmstrips and slides. Twenty five magazine files are available on microfilm.

The Library is open until 10:00 p.m. Monday through Thursday and until 4:30 p.m. on Friday but with no Saturday or Sunday hours at present.

The Library staff is able and willing to help students with reference materials, in locating a specific book or magazine, or in other use of the Library.

STUDENT DRESS

Students are expected to dress in keeping with good taste and the accepted standards of the adult com-

munity. Any student whose dress offends the college community or disrupts the educational program may be asked to leave the campus.

The Harper Student Senate has passed the following dress regulations for students:

Women — Street length dresses, skirts, slacks, or bermuda length shorts; sweaters or blouses; appropriate footwear (bare feet are prohibited).

Men — Full length trousers or bermudas; shirts or sweaters; appropriate footwear (bare feet prohibited).

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

One of the major problems in having college students as guests in a high school is the matter of smoking. High school students are prohibited from smoking while generally college students may smoke. The Elk Grove and Forest View High School administrators have kindly permitted college students to smoke in the cafeterias of each school after 4:00 P.M. at Forest View and after 5:00 P.M. at Elk Grove. We ask that students please, therefore, refrain from smoking before these times in or around the high schools and that after these times smoking be carried out **only** in the cafeterias. Cooperation on this matter is essential to our continuing to be welcome guests in the high school facilities.

PARKING

All students are required to have a college parking sticker on their cars. These can be obtained during registration. Parking regulations will also be given out at registration. The college issues tickets for misparked cars and the Elk Grove and Arlington Heights Police ticket cars parked in the fire lanes. We ask that each student please follow the regulations and park correctly so that the maximum number of cars can be parked on each campus. Additional lots at the Lions Club pool and the Lutheran (one half of lot closest to high school), and the Catholic Churches southeast of the Elk Grove High School have been secured and can be used for overflow parking. Sufficient spaces are available for all to park, however, students are urged to form car pools or ride with someone else whenever possible to help alleviate the traffic congestion and parking problems.



"Stop horsing around with that equipment!" A riding horse gives two Harper students the eye as they work on unit record equipment in the data processing center — a remodeled horse barn located on the new campus site. The last of the horses left for greener pastures soon after this picture was taken.



Dr. George Makas directs a section of the Harper choir. Music plays an important role in the college program.



Talk about follow through! Bowling is only one of many physical education courses offered by Harper. Others include badminton, tennis, golf and volleyball.

ACADEMIC REGULATIONS

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.

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 Pt. Avg.)

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

ACADEMIC HONORS

Each semester three 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. Students with a G.P.A. of 3.25 to 3.49 will be listed on the 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

Harper students placed on probation must raise their cumulative grade point average to the minimum required for the succeeding semester in which they are enrolled or be disqualified. Students admitted on probation from other collegiate institutions must maintain a 2.0 "C" average the first semester of attendance and thereafter until they qualify for probationary or satisfactory status on Harper's selective retention plan. 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.

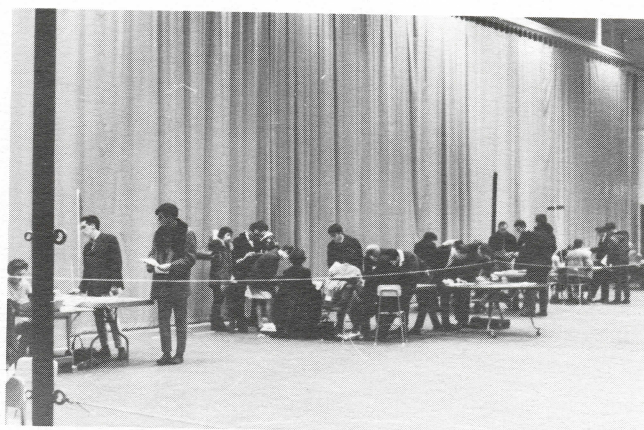
INCOMPLETES

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 Counseling Office. Changes are subject to the following conditions:

- No student will be allowed to enter a course after the completion of the first week of a semester or after the second meeting of a class during the summer session.
- All changes in a course schedule must have the approval of the student's counselor and the Registrar.
- A fee of \$3.00 will be charged for each schedule change.



What can you say about registration that hasn't already been said? Harper's registration is held in the Elk Grove High School field house.



A group of trustees check progress of the new campus with Harper's Dean of Business, Mr. William Mann. Left to right: Mr. Mann, Mr. James Hamill, Mr. John Haas, Mr. Milton Hansen and Dr. L. E. Hutchings.



Congressman Donald Rumsfeld turns the first shovel of earth at the groundbreaking for the new campus last October. Mr. John Haas of the Board of Trustees looks on. The ceremony was attended by several hundred people, including numerous area public officials.

WITHDRAWAL FROM COLLEGE OR COURSES

Students who withdraw either from the college or from a particular course must initiate such action in the Counseling Office. 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.

Automatic "W" grades will be issued for all classes dropped prior to mid-term. Classes dropped after mid-term and prior to the end of the twelfth week of a semester, or the sixth week of the summer term, will be assigned a "W" grade if the student was passing at the time of withdrawal. Students failing at the time of withdrawal will be assigned a grade of "F." Classes dropped after the beginning of the thirteenth week of a semester or the seventh week of a summer term will be assigned a grade of "F."

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

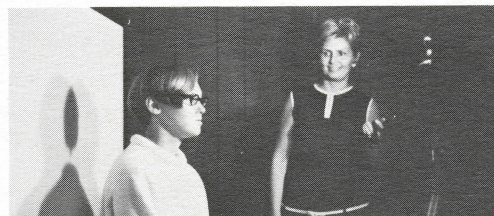
1. A minimum of 60 semester hours of credit, at least 30 of which must be earned in attendance at Harper College.
2. A minimum grade point average of 2.0 for all work taken for the associate in arts and the associate in science degrees. A minimum grade point average of 2.0 for any applicable 60 semester 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.

DEGREE GROUP REQUIREMENTS

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

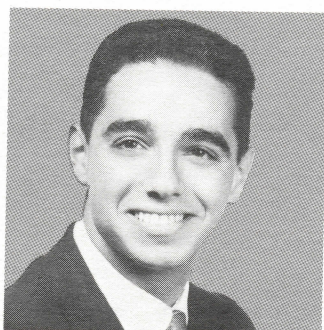
1. Business 130 or 230 or English 99 or 103 may be used in satisfying this requirement under certain conditions. See a counselor for details.
2. Students majoring in an approved applied science degree program may count courses in their major toward fulfillment of this requirement.



Strange . . . the photographer seems so happy and the student so glum. I.D. pictures are a part of the ordeal known as "registration."



Dr. Kenneth Andeen
Dean of Instruction



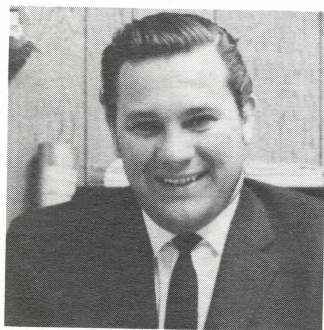
Frank Borelli
Director of Student Activities



Mr. John R. Birkholz
Chairman, Dept. of Business
and Social Science



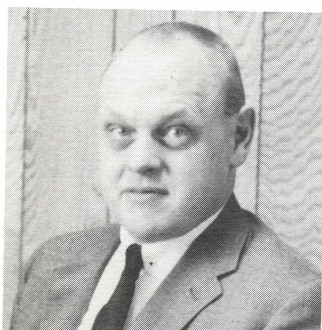
Dr. Thomas Seward
Director of Counseling



Mr. Harold Cunningham
Assistant Dean
of Career Programs



Mr. Robert M. Powell
Chairman
Communications Dept.



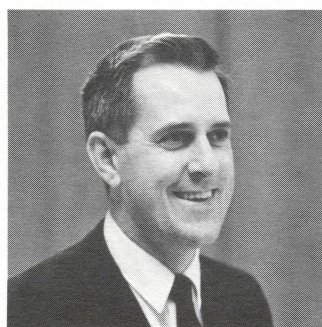
Mr. John H. Thompson
Chairman
Depts. of Science and Math

ADMINISTRATORS

LAHTI, ROBERT E. President
MANN, WILLIAM Dean of Business
ANDEEN, G. KENNETH Dean of Instruction
HARVEY, JAMES Dean of Students
CUNNINGHAM, HAROLD C. Assistant Dean of Career Programs
STANSBURY, DONN B. Director of Admissions and Registrar
A. HARRIS MOELLER Asst. Director of Admissions and Registrar
SEWARD, THOMAS A. Director of Counseling
SEDREL, ROY A. Director of Data Processing
VANDEVER, FRANK A. Director of Dental Hygiene
UPTON, JOHN H. Director of Institutional Development
and Community Relations
VOEGEL, GEORGE H. Director of Learning Resources
EASTERLY, AMBROSE Director of Library Services
VAISVIL, FRED A. Director of Placement and Student Aids
BORELLI, FRANK L. Director of Student Activities
WILD, RICHARD A. Coordinator of Law Enforcement
HEINLY, JOANNE L. Coordinator of Nursing Programs

FULL-TIME FACULTY

ANDEEN, G. KENNETH, Professor Dean of Instruction
BARTOS, MICHAEL W., Assistant Professor English
BAUER, JOSEPH M., Assistant Professor Chemistry
BAZIK, ANNA MARIE, Instructor Counselor
BESSEMER, RONALD N., Instructor Instructor
BEST, JUDITH A., Instructor Counselor
BIRKHOLZ, JOHN R., Associate Professor Economics
BOLT, MARTHA LYNN, Instructor Instructor
BORELLI, FRANK L., Assistant Professor Director of Student Activities
CALLIN, DIANE T., Instructor English
CARROLL, MICHAEL W., Assistant Professor Mechanical Design
CLOUSER, JOSEPH L., Assistant Professor Chemistry
COHEN, DANIEL J., Assistant Professor Psychology
COLLINS, DONALD W., Instructor Architecture
COLLISTER, LAREW, M., Assistant Professor Mathematics
CUNNINGHAM, HAROLD C., Professor Assistant Dean of Career Programs
DAVIS, JOHN WILLIAM, Instructor Spanish
DeGEETER, DARRELL W., Instructor Business
DePALMA, ROSARIO L., Associate Professor Biology
DeSAI, RUPIN W., Associate Professor English
EASTERLY, AMBROSE, Associate Professor Director of Library Services
EDWARDS, MARY CATHERINE, Assistant Professor Dental Hygiene
ENBYSK, BETTY JOYCE, Associate Professor Geology
FALK, CHARLES F., Assistant Professor Business
FISHER, MARSHALL, Instructor Assistant Librarian
FLANIGAN, JOHN F., Assistant Professor Mathematics
FOUST, WILLIAM R., Assistant Professor Art
FRANKLIN, GREGORY C., Assistant Professor Counselor
FRANKLIN, STEPHEN T., Instructor Philosophy
FRIEDLAND, DANA K., Instructor Business
GELCH, JOHN A., Assistant Professor Physical Education
GOLDSMITH, HALINA, Instructor Nursing
HARVEY, JAMES, Professor Dean of Students
HEINLY, JOANNE L., Assistant Professor Coordinator of Nursing Programs
HEISLER, JAMES A., Instructor Numerical Cont.
HINTON, CLETE H., Assistant Professor Counselor
HOOK, LESTER N., Assistant Professor History
HUGHES, ROBERT J. Superintendent of Buildings and Grounds
HYLANDER, RAYMOND A., Assistant Professor Counselor
JAUCH, KENNETH E., Assistant Professor Electronics
JURGENSEMEYER, ELIZABETH, Assistant Professor Biology
KALISH, EDWARD M., Instructor History
KEARNS, ROY G., Assistant Professor Director of Intramural Athletics
KING, LARRY, S., Assistant Professor History
KNUDSEN, JOHN A., Assistant Professor Art
KOBLYLSKI, BONNIE LOU, Instructor Electronics



Mr. Donn Stansbury
Director of Admissions



Mr. Fred Vaisvil
Director of Placement and
Student Aids



Mr. Clete Hinton
Counselor



Mr. Raymond Hylander
Counselor

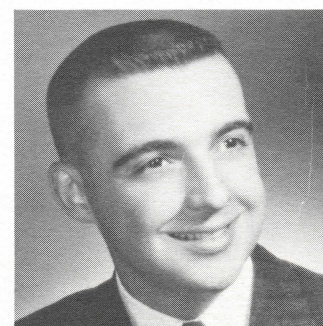
LAHTI, ROBERT E., ProfessorPresident
 LANG, RICHARD S., InstructorData Processing
 LOCKWOOD, RICHARD H., Associate ProfessorHumanities
 LYTLE, JEAN, InstructorNursing
 MAKAS, GEORGE P., Associate ProfessorMusic
 MANN, WILLIAM J., Assistant ProfessorDean of Business
 McCABE, THOMAS R., Assistant ProfessorMathematics
 MEIER, HENRY C., InstructorGerman
 MILLER, WILLIAM E., InstructorSocial Science
 MILLER, WILLIAM H., Assistant ProfessorBiology
 MOELLER, A. HARRIS, Assistant Professor...Asst. Dir. of Admissions & Registrar
 MUCHMORE, JOHN, Assistant ProfessorSpeech
 MUSSELL, ROGER A., Assistant ProfessorElectronics
 NEU, SUSAN, InstructorNursing
 NOLAN, ROBERT LEE, InstructorPhysical Education
 OLIVER, FRANK, InstructorSocial Science
 OSTROWSKI, MICHAEL V., Assistant ProfessorPsychology
 OWENS, E. LEE, InstructorEnglish
 PHILLIPS, ALICE F., InstructorSecretarial Science
 POWELL, ROBERT M., Associate ProfessorEnglish
 PUNKAY, WILLIAM R., Instructor...Coordinator Mechanical Design Technology
 RICHARDSON, DANIEL J., Assistant ProfessorBusiness
 ROEPKEN, HENRY, Assistant ProfessorJournalism
 ROLOFF, JOAN GISSBERG, InstructorEnglish
 RUDOFF, MEYER, Associate ProfessorArchitecture
 RUGG, MARY ELLEN, InstructorBusiness
 RYAN, MARTIN J., InstructorEnglish
 SANDERSON, IRENE Y., InstructorFrench
 SAVIN, JANET VAN DYKE, InstructorEnglish
 SCHLAGEL, RICHARD T., InstructorBusiness
 SEDREL, ROY A., Assistant Professor.....Director of Data Processing
 SEWARD, THOMAS C., Associate Professor.....Director of Counseling
 SIEDBAND, JORDAN H., Associate ProfessorPhysics
 SINGLEMANN, JAY C., InstructorData Processing
 SMITH, FRANK E., InstructorEnglish
 SMITH, ROBERT C., Associate ProfessorEngineering
 SMITH, ROBERT L., InstructorCounselor
 STANSBURY, DONN B., Assistant ProfessorDir. of Admissions & Registrar
 STEVENS, MARJORIE JUNE, InstructorEnglish and Russian
 STEWART, CRAIG LEE, InstructorEnglish
 STEWART, RONALD G., InstructorSociology
 STRAUB, WALTER F., InstructorBusiness
 SWANSON, MARILYN LAVERNE, InstructorEnglish
 THIEDA, ROBERT W., InstructorLibrarian
 THOMPSON, JOHN H., Assistant ProfessorBiology
 THORNHILL, ROBERT B., Associate ProfessorNumerical Control
 TIERNEY, GILBERT, InstructorEnglish
 TILLOTSON, JOE BOB, InstructorMusic
 TRUNK, ROSE M., InstructorBusiness
 TYSL, ROBERT WAYNE, Assistant ProfessorEnglish
 UPTON, JOHN H., Assistant Professor....Director of Institutional Development
 and Community Relations
 VAISVIL, FRED A., Assistant Professor...Director of Placement & Student Aids
 VANDEVER, FRANK A., Associate ProfessorDirector of Dental Hygiene
 VOEGEL, GEORGE H., Associate Professor.....Director of Learning Resources
 WACHLIN, DONOVAN C., Assistant ProfessorBiology
 WHERRY, MARY ANN, InstructorDental Hygiene
 WILD, RICHARD A., Assistant ProfessorCoordinator of Law Enforcement
 ZILKOWSKI, ROBERT, InstructorBusiness

STAFF

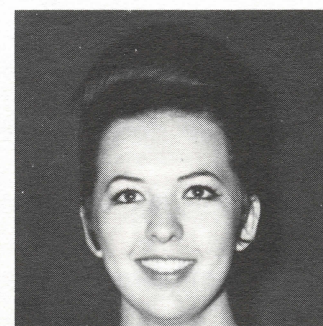
KLINGENBERG, WALTER D.Bookstore
 HUGHES, ROBERT J.Buildings and Grounds
 DOLEJS, ANTON A.Comptroller
 MISIC, DONALD M.Purchasing Agent
 PARKER, KENNETH W.Senior Analyst
 AGUERO, ANDREWProgrammer
 LENTZ, JOHNProgrammer



Miss Anna Marie Bazik
Counselor



Mr. Gregory Franklin
Counselor



Miss Judith Ann Best
Counselor

PEOPLE TO SEE AT HARPER COLLEGE

Academic Regulations

Dr. Kenneth Andeen, 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, Coordinator of Intramural Athletics

Lost I.D. Card

Director of Student Activities Office

Lost and Found Items

Dean of Students Office

Parking

Mr. Robert Hughes, Superintendent of Building and Grounds

Permission to carry more than 18 hours

Dr. Kenneth Andeen, 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

Sean Ryan, President of the Student Senate, or
Mr. Frank Borelli, Director of Student Activities

Social Event Registration

Mr. Frank Borelli, Director of Student Activities

Starting a Club or Organization

Mr. Frank Borelli, Director of Student Activities

Student Government

Sean Ryan, President of the Student Senate, or
Mr. Frank Borelli, Director of Student Activities

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



William J. Mann
Dean of Business



Mr. John H. Upton
Director of
Institutional Development and
Community Relations

It is a pleasure to welcome you to this coming year at Harper College. As President of the Student Senate, I feel confident that there is much we can accomplish, both individually and collectively, to make this year a success. The Student Senate is a vital instrument in achieving the goals of the student body here at Harper. Please feel free to contact me or any of the Student Senate members if you have any questions regarding the fulfillment of your education as a student at Harper College. I personally wish you a most rewarding year.

Sean Ryan, Student Assembly President

SSHC CONSTITUTION

PREAMBLE

We, the Students of William Rainey Harper College, in order to guide and encourage cultural, social, athletic and scholastic activities, to promote the welfare of the Student Body, do hereby establish this Constitution and so assume the power of self-government of this College.

ARTICLE I.

(Name, Colors, Mascot)

Section I

The name of this Organization shall be the Student Senate of Harper College; this Organization shall hereafter be designated the SSHC.

Section II

The official colors of this College shall be light maroon and gold.

Section III

The official mascot of this College shall be a hawk.

ARTICLE II.

(Officers)

Section I

The positions created for the officers of the SSHC shall be President, Vice-President, Treasurer, Recording Secretary and Corresponding Secretary.

Section II

For the first election these officers will be elected between the first and thirtieth of April, 1968. Hereafter all terms of office will begin on the first of June — all terms to run for one calendar year only. Election to the SSHC shall be by a majority vote of the Student Body, votes cast. Officers of the SSHC must attend both the Fall and Spring semesters during the period of their tenure.

Section III

The duties of the Officers are as follows:

- A. The President shall preside over all SSHC meetings, be an exofficio member of all committees and the chairman of none, be the foremost representative of the SSHC to the Administration and Teaching Faculty of Harper College.
- B. The Vice-President shall preside over all SSHC meetings in the absence of the President, succeed the President in the event of the President's disability, resignation or removal from office, be responsible for the welfare of clubs and organization, assume any other duties Constitutionally delegated by the President.
- C. The Treasurer shall be chairman of the Finance and Budget Committees, keep an accurate record of all moneys



Sean Ryan, President of Student Senate.

allocated to the SSHC, be responsible for implementing the procedure for the budgeting of the Student Activities fees and develop a Student Senate budget.

- D. The Recording Secretary shall record all business minutes of the Student Senate and the Advisory Committee and make them available to the Student Body and Faculty of Harper College, keep accurate attendance records of SSHC meetings, maintain an accurate file on all SSHC business and bring all previous minutes, the Constitution and the bylaws of the SSHC to all sessions of that body.
- E. The Corresponding Secretary shall handle all SSHC correspondence, keep accurate records of such correspondence, notify senators and officers as to the SSHC session schedule.

ARTICLE III.

(Senatorial Qualifications and Election Procedure)

Section I

SSHC Senators must attend both the Fall and Spring semesters during their terms of office.

Section II

There shall be twenty-five (25) Senators in the SSHC. Ten of the twenty-five Senators shall be elected between the first and fifteenth of May each year, the term of office being one year beginning the first of June. The remaining fifteen Senators must be elected sometime within the first three weeks of school in the Fall, their term of office being from the thirtieth of September to the first of June.

ARTICLE IV.

(Removal and Succession)

Section I

Officers may be removed from office when not satisfactorily carrying out their duties by a three-fourths ($\frac{3}{4}$) Senate vote.

Section II

Members of the Senate may be removed when not satisfactorily carrying out their duties by a two-thirds ($\frac{2}{3}$) Senate vote.

Section III

Unexcused absence from three SSHC meetings is cause for automatic dismissal. The President determines whether or not the excuse is valid and his decisions are appealable to the full SSHC.

Section IV

Any Officers or Senator placed on academic or disciplinary probation is automatically excused from serving on the SSHC for one full semester.

(Continued on Page 16)



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.



(Continued from Page 13)

Section V

The President is succeeded by the Vice-President. Other Officers shall be replaced by nomination and vote by the SSHC.

Section VI

Senate members shall be replaced by petitioning the SSHC according to the procedure stated in the by-laws.

ARTICLE V.

(Advisory Committee)

Section I

The Advisory Committee shall consist of all SSHC Officers and one teaching Faculty Adviser to the SSHC.

Section II

The Advisory Committee shall advise the President as to all matters that fall within the powers of the Student Constitution and carry on all duties designated by the Senate.

ARTICLE VI.

(Meetings)

Section I

The meetings of the SSHC shall be run according to Parliamentary Procedure as stated in **Robert's Rule of Order**.

Section II

SSHC meetings shall be held at least twice monthly. The President may summon extra sessions when he deems it necessary and must summon a session upon the written request of a simple majority of the SSHC's full membership.

ARTICLE VII.

(Committees)

Section I

All committee chairmen, with the exception of the Budget and Finance Committees shall be appointed by the Officers of the SSHC subject to full Senatorial confirmation. Confirmation shall be by a simple majority vote.

Section II

All committee chairmen shall have the authority to appoint Student Body members to their respective committees. In the event of any conflict over duplicating appointment should arise the full SSHC shall be the arbiter.

Section III

The SSHC shall have full authority to create, dissolve and define the jurisdiction of any Standing and/or Ad Hoc Committees according to what it deems to be in the best interest of the SSHC and the Student Body of Harper College.

Section IV

The Original Standing Committees shall be Finance, Social, Public Relations, Publicity, Elections and Constitutional.

Section V

The functions of the Standing Committees shall be as follows:

- A. The Finance Committee shall keep records of all financial matters of the SSHC.
- B. The Social Committee shall be in charge of all social events sponsored by the SSHC and will work with the Director of Student Activities when scheduling social events.
- C. The Public Relations Committee shall be responsible for promoting good relations between the Senate, Student Body, Teaching Faculty, Administration and General Community.
- D. The Publicity Committee shall be responsible for publicizing all SSHC activities and coordinating all publicity for the Student Activities of the College.
- E. The Elections Committee shall organize and supervise all elections involving the entire Student Body.
- F. The Constitution Committee shall be the official institution responsible for giving final interpretations of the SSHC Constitution. This Committee will also supervise the granting of club charters.

Section VI

Special Committees shall be created by and members appointed by the Advisory Committee subject to majority vote confirmation by the Senate. These Committees will exist as Ad Hoc Committees until their dissolution.

Section VII

The Budget Committee shall be created anew each year and shall be in charge of preparing the budget of the Student Activities Fund. It shall be composed of the Chairman, the Director of Student Activities, the President of the SSHC, and three other members elected by the SSHC.

ARTICLE VIII.

(Chartering of Clubs)

Section I

All Clubs and Organizations must be chartered by the SSHC according to the rules stated in the Constitution's by-laws.

Section II

All charters shall exist for only one (1) academic year and are subject to SSHC confirmation in the Spring of each year such renewal to become effective the following September.

ARTICLE IX.

(Elections)

Section I

All students with validated Harper College I.D.'s shall be able to vote in all and any SSHC election.

Section II

The Elections Committee shall have a full responsibility for the procedure of SSHC elections. Any disputes over elections procedures are to be reviewed by the Elections Committee. Disputed election results will be determined by the SSHC subject to Constitutional review.

Section III

All voting shall take place by secret ballot.

ARTICLE X.

(Amending the Constitution)

Section I

An Amendment to the Constitution must be read and discussed at two SSHC meetings before it can be voted upon. A two-thirds ($\frac{2}{3}$) majority vote is required before a proposed amendment can pass the SSHC.

Section II

All Amendments passed by the SSHC must be confirmed by a majority of the Student Body of Harper College before becoming effective.

ARTICLE XI.

(Petitioning)

Any action of the SSHC may be petitioned for recall by twenty per cent (20%) of the entire Student Body.

ARTICLE XII.

(Ratification)

In order to go into operation this Constitution must be ratified by a two-thirds ($\frac{2}{3}$) vote of the Interim Student Assembly and a simple majority of the Student Body votes cast.

HOW TO SURVIVE AT HARPER

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

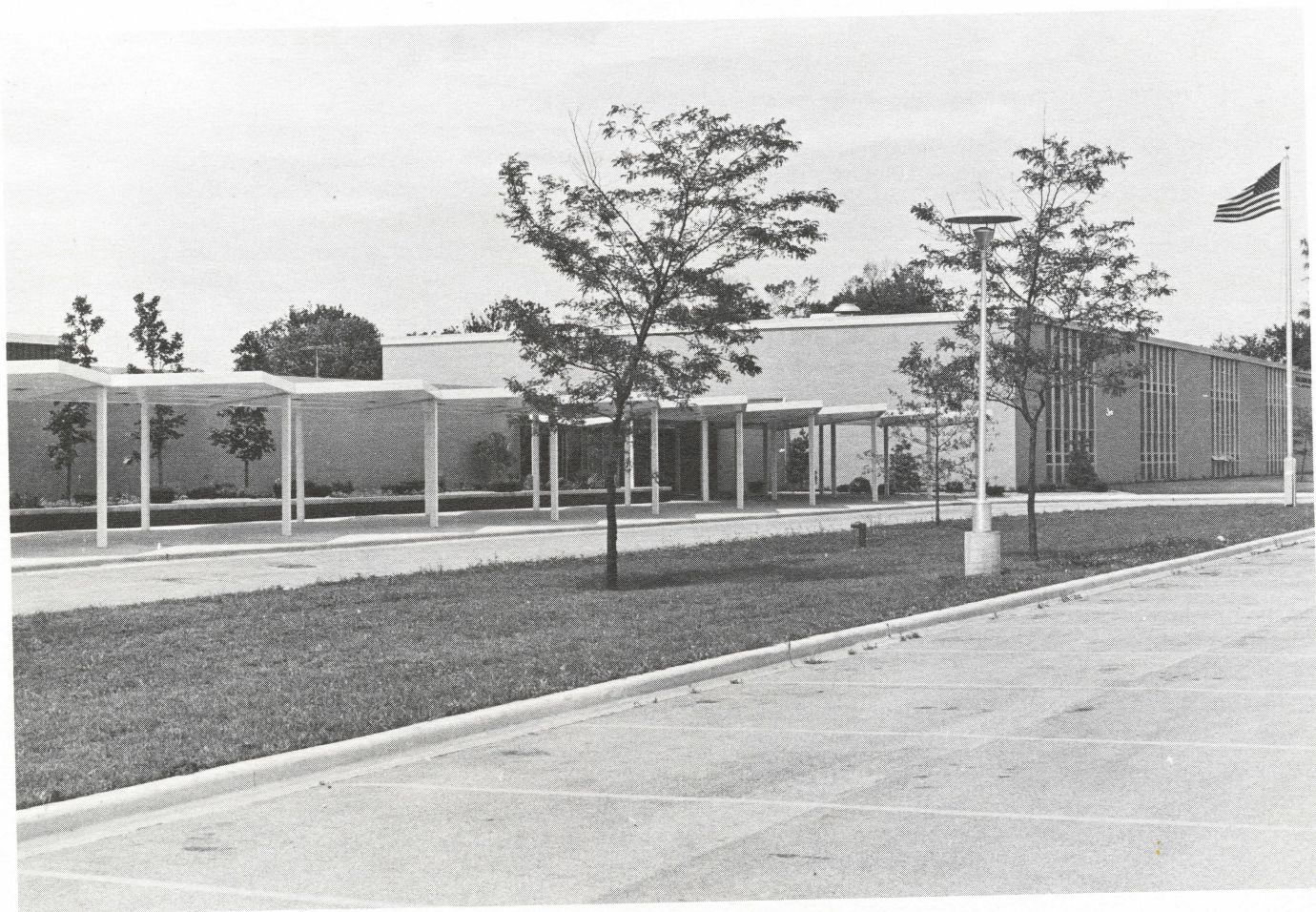
College attendance frequently stimulates a re-examination of life's values and goals. It is also a time when students internalize their philosophy of life. Studies show that value changes beyond college age are usually minor. In essence college offers an excellent chance to evaluate your philosophy of 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.



Forest-View High School — Temporary Campus



Elk Grove High School — Temporary Campus

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.

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 1968

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12 Registration	13	14
15	16 Classes Begin	17	18	19	20 Last Day For Late Registration	21
22	23 G - Waubensee Blackhawk Morton Here 1:30 P.M.	24	25	26 G - Wright Prairie State Joliet At Wright 1:30 P.M.	27 Last Day For Adding Classes	28
29 Chicago Symphony Quartet	30					

G - Golf Matches
Most are Triangular Matches
Home Matches played at Golden Acres Golf Course

* All concerts will be held in the Elk Grove High School Little Theatre
or Gym at 4:00 P.M.

OCTOBER 1968

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 G - Amundsen Rock Valley Wright Here 1:30 P.M.	2	3	4	5
6	7	8	9 G - Sauk Valley Waubensee Du Page At Sauk Valley 1:30 P.M.	10 G - Triton Here 1:30 P.M.	11 Last Day For Tuition Refund	12
13	14	15	16	17 G - Wilson Thornton Illinois Valley At Wilson 1:30 P.M.	18	19
20 Contemporary Arts Quintet	21 G - Elgin Highland Illinois Valley At Elgin 1:30 P.M.	22	23	24	25 Last Day For Withdrawals	26 Conference Golf Meet Thornton 10:00 A.M.
27	28	29 Region IV Golf Tourney at Ill. State Univ. 10:00 A.M.	30	31		

NOVEMBER 1968

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Mid Term	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
					B.B. Elgin - There 7:30 P.M.	B.B. Triton - There 7:30 P.M.
17	18	19	20	21	22	23
Chamber Orchestra Concert					B.B. Wright* - There 2:30 P.M.	
24	25	26	27	28	29	30
				Thanksgiving Vacation		
					B.B. Thornton* There 7:30 P.M.	B.B. III. State Frosh. There 5:50 P.M.

B.B. - Basketball

* - League Games

All Home Games are at Elk Grove H. S.

DECEMBER 1968

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Classes Resume	3	4	5	6	7
			B.B. Triton* - Here 9:15 P.M.			B.B. Rock Valley* Here 2:00 P.M.
8	9	10	11	12	13	14
Handel's Messiah		B.B. Sauk Valley* There 8:00 P.M.				B.B. Grand Rapids (Mich.) There 8:00 P.M.
15	16	17	18	19	20 Christmas Vacation Begins (12 P.M.)	21
			B.B. Amundsen Here 9:15 P.M.	B.B. Du Page - There 7:00 P.M.		
22	23	24	25	26	27	28
			Vacation			
29	30	31				
	Vacation					

JANUARY 1969

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
				Vacation		
5	6 Classes Resume B.B. DePaul Univ. Frosh - Here 9:15 P.M.	7	8	9 B.B. Amundsen* There 7:30 P.M.	10	11
12 Choral and Band Concert	13	14 B.B. Waubensee There 7:30 P.M.	15	16 Final Exams	17	18
19	20	21	22 Final Exams	23	24	25 B.B. Prairie State* Here 2:00 P.M.
26	27 B.B. Du Page Here 7:30 P.M.	28	29 B.B. Wilson* Here 7:30	30 Second Semester Registration	31	

FEBRUARY 1969

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Second Semester Classes Begin B.B. Illinois Valley* There 7:30 P.M.	4	5 B.B. Morton* Here 9:15 P.M.	6	7 Last Day For Late Registration	8 B.B. Waubensee Here 2:00 P.M.
9	10	11	12 B.B. Crane* Here 9:15 P.M.	13 B.B. Elgin Here 9:15 P.M.	14 Last Day For Adding Classes	15 B.B. Rock Valley There 7:00 P.M.
16	17	18 B.B. Kendall Here 9:15 P.M.	19	20	21 B.B. DePaul Univ. Frosh - There 6:00 P.M.	22
23 Chicago Symphony Quartet	24 Beginning of J.C. Sectional Basketball Tourney	25	26	27	28 Last Day For Refund	

MARCH 1969

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2 Chamber Orchestra Concert	3	4	5	6	7	8
9	10	11	12	13	14 Last Day For Withdrawals	15
16	17	18	19	20	21 Midterm	22
23 Contemporary Arts Quintet	24	25	26	27	28	29
30	31 Start of Spring Vacation					

APRIL 1969

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Vacation	3	4 Good Friday	5
6 Easter	7 Classes Resume	8	9	10	11	12
13 Mendelssohn's Elijah	14	15	16	17	18	19
20	21	22	23	24	25	26
27 Chicago Symphony Quartet	28	29	30			

MAY 1969

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 Choral and Band Concert	26	27	28	29 Final Exams	30 Memorial Day Vacation	31

JUNE 1969

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

MAY 1969

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 Choral and Band Concert	26	27	28	29 Final Exams	30 Memorial Day Vacation	31

JUNE 1969

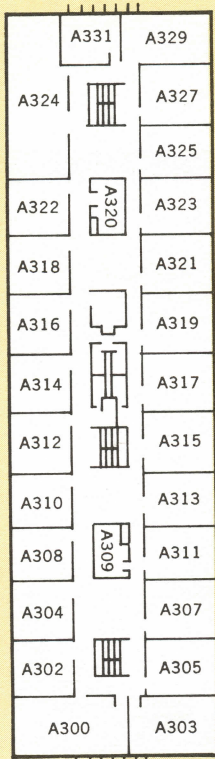
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 Final Exams	5	6	7
8	9	10	11	12 Summer School Registration	13	14
15	16 Summer School Classes Begin	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY 1969

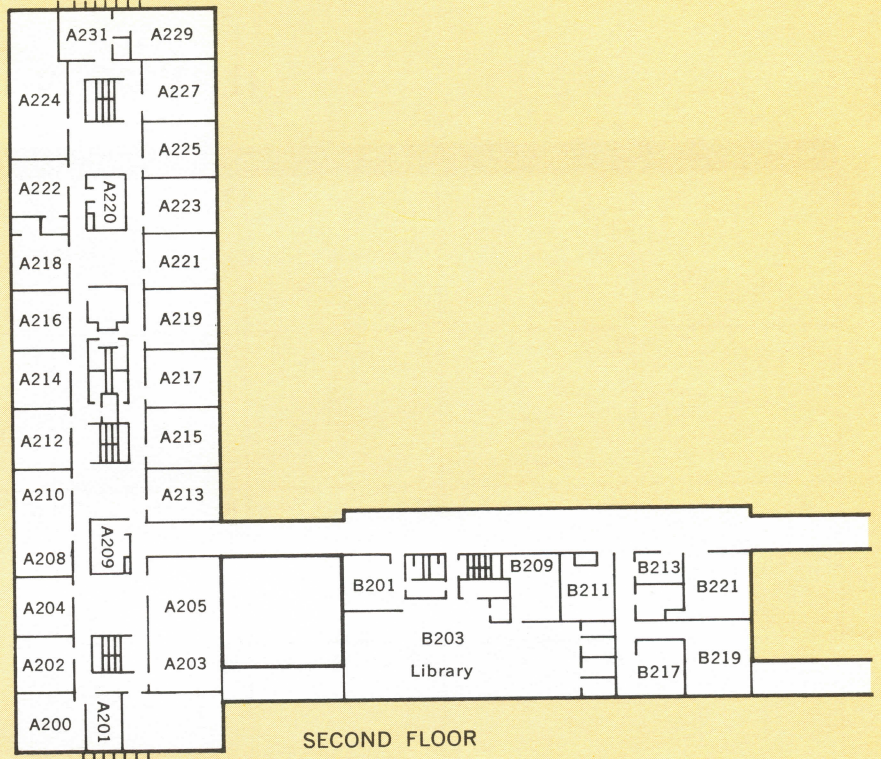
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 Independence Day Vacation	5
6	7 Classes Resume	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 1969

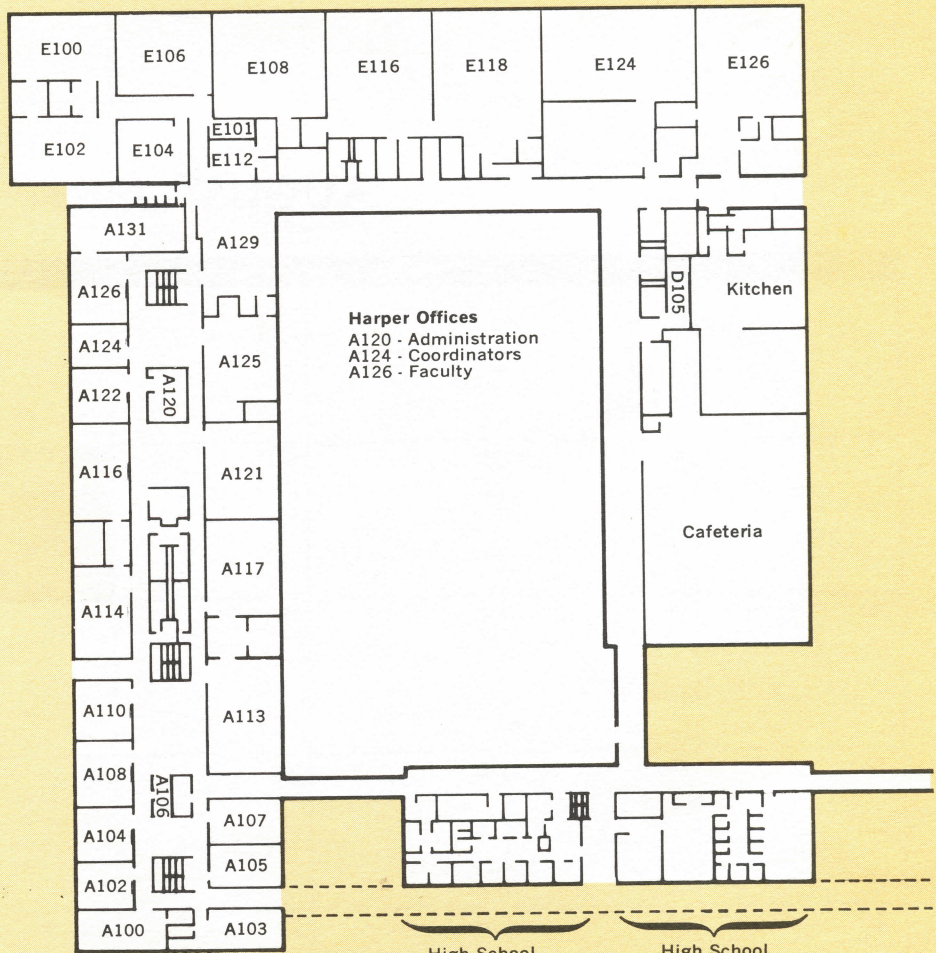
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



THIRD FLOOR

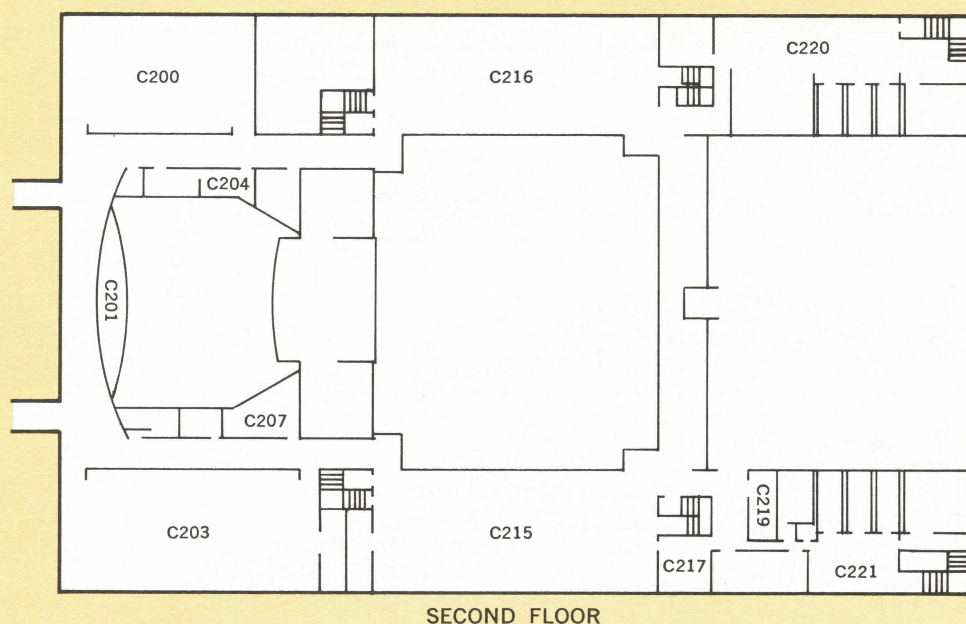


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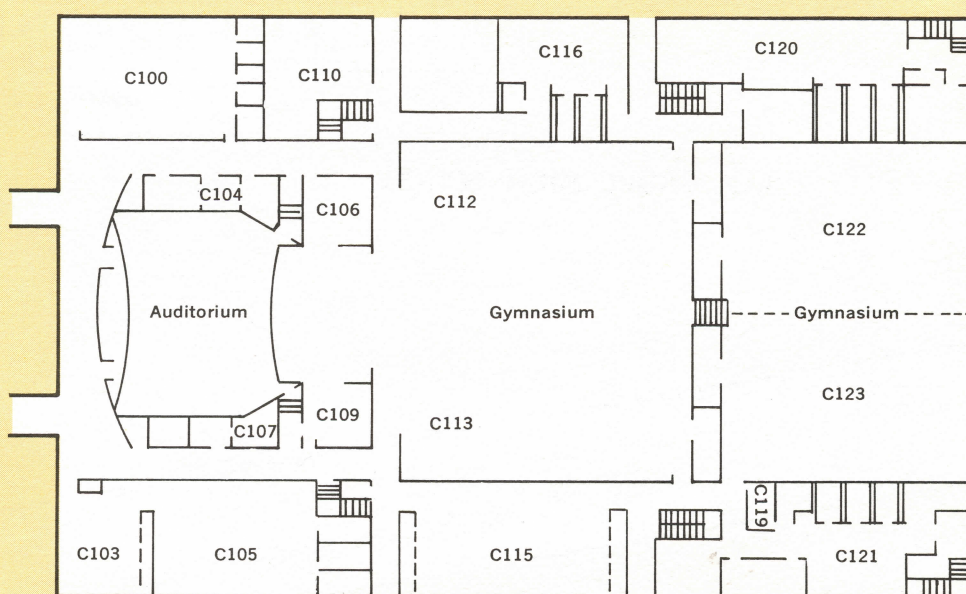


FIRST FLOOR

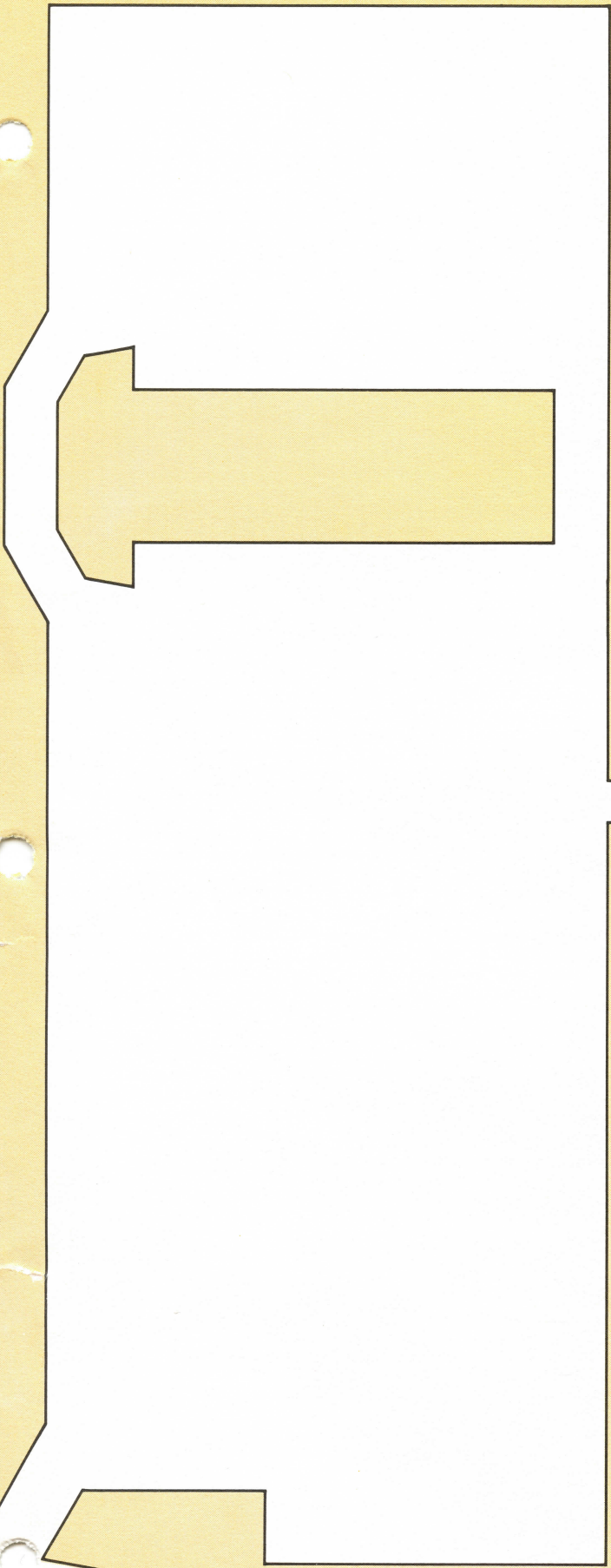
FOREST VIEW HIGH SCHOOL
 2121 S. GOEBBERT ROAD
 ARLINGTON HEIGHTS, ILLINOIS



SECOND FLOOR



FIRST FLOOR



HARPER GROVE

