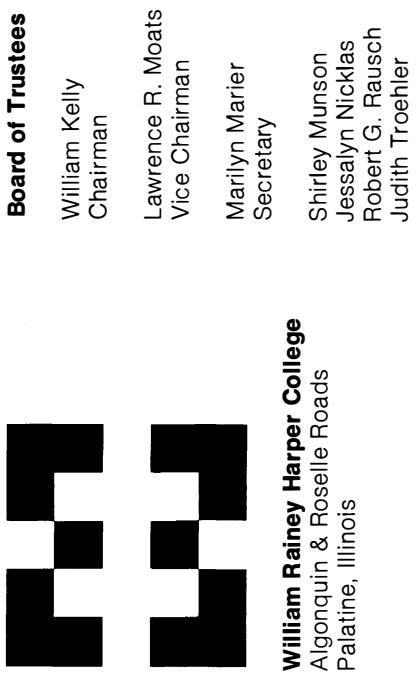


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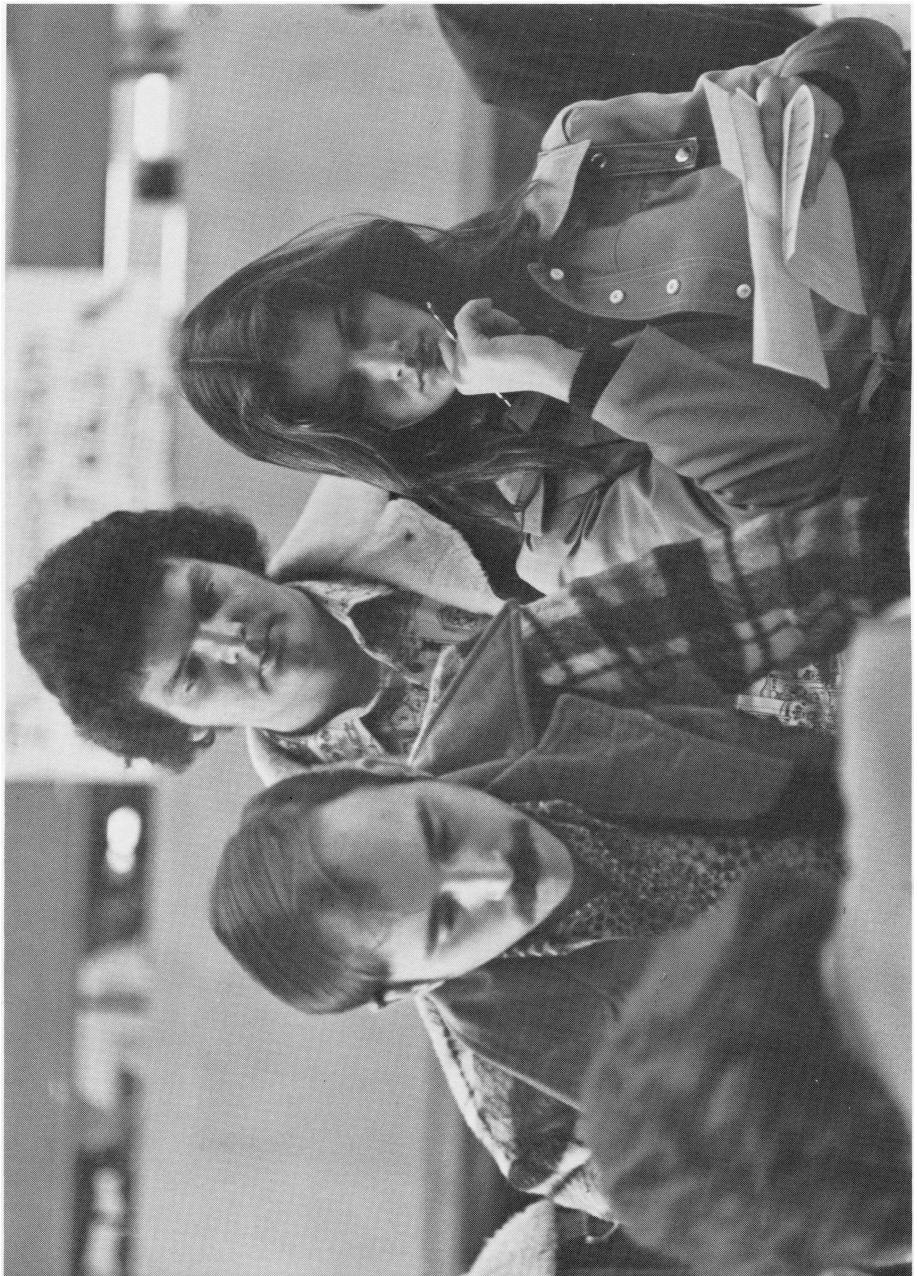
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# academic calendar

**First Semester**

Faculty Report	August 20	Faculty Report	January 15	Registration	June 5, 6
Registration	August 22, 23, 24	Registration	January 16, 17, 18	Classes Begin	June 9
Classes Begin	August 26	Classes Begin	January 20	Last Day for Late Registration	June 11
Last Day for Late Registration	August 30	Last Day for Late Registration	January 24	Last Day for Refunds	June 11
Last Day for Adding Classes	August 30	Last Day for Adding Classes	January 24	Mid-term	July 3
Labor Day	September 2	Lincoln's Birthday	February 12	Independence Day	July 4
Last Day for Refunds	September 20	Last Day for Refunds	February 14	Classes Resume	July 7
Columbus Day	October 14	Mid-term	March 12	Last Day for Withdrawals	July 25
Mid-term	October 16	Good Friday	March 28	Final Exams	July 31 - August 1
Veterans' Day	November 11	Easter	March 30	Graduation	
Thanksgiving	November 28 - December 1	Spring Vacation	March 31 - April 4		
Classes Resume	December 2	Classes Resume	April 7		
Last Day for Withdrawals	December 12	Last Day for Withdrawals	May 15		
Final Exams	December 16-21	Final Exams	May 19-24		
Christmas Vacation Begins	December 23	Graduation	May 25		

**Second Semester**

Faculty Report	January 15	Faculty Report	January 15	Summer Session (8 weeks)
Registration	January 16, 17, 18	Registration	January 16, 17, 18	
Classes Begin	January 20	Classes Begin	January 20	
Last Day for Late Registration	January 24	Last Day for Late Registration	January 24	
Last Day for Adding Classes	January 24	Last Day for Refunds	January 24	
Lincoln's Birthday	February 12	Mid-term	February 14	
Last Day for Refunds	February 14	Good Friday	March 12	
Mid-term	March 12	Easter	March 28	
Good Friday	March 28	Spring Vacation	March 30	
Easter	March 30			
Spring Vacation	March 31 - April 4			
		Classes Resume	April 7	
		Last Day for Withdrawals	May 15	
		Final Exams	May 19-24	
		Graduation	May 25	



**student  
development**

## **Clubs and Organizations**

sponsored by the College Center Program Board, the cultural arts series of lectures, films, concerts, drama, and art exhibits, the student government, the college newspaper *Harbinger* and literary magazine *Point of View*, intramural and intercollegiate athletics, clubs and organizations, student radio station, speech team, health service programs, printing of the Student Handbook and other activity brochures, student I.D. cards, and any other activities or services approved by the Student Senate which benefit the student body.

**Student Government**  
The Student Senate of Harper College (SSHC) represents the student body through elected officers, senators, and representatives of recognized clubs and organizations. Elections for officers and five senators at-large are held within the first three weeks of the Fall Semester. Petitions and election information are available in the Student Activities Office, A336.

SSHC is the main vehicle of student participation in the activities of the college and in the formulation of policies that affect students. Students are strongly encouraged to voice their opinions through their Senate. This can be done by attending any Student Senate meeting or leaving word in the Student Government Office located on the third floor of the College Center.

**Student Activity Fee**  
Student activity fees are used to support social programs

want to belong, but can't find the right group? Could be it's time to join one of the ones listed below, or start your own! All you need to do is go to the Student Activities Office (A336), pick up a petition, have ten interested students sign it, pick a faculty sponsor, turn it in, and you're ready to go. No muss, no fuss.

concerts and lectures, films, and special events.

Selection of board members is conducted during the first two weeks in May. New board members are appointed by two-thirds vote of all current board members.

The Program Board was designed in such a manner as to encourage students to explore new and creative ideas for programming. If you want a voice in Harper activities, join the Program Board by contacting the Student Activities Office.

**College Center Program Board**  
The Program Board is responsible for all social programs on the campus which are open to the entire student body. The board consists of a president, administrative assistant and four appointed committee chairmen, each responsible for one specific area of programming, and a public relations assistant. These areas are afternoon activities,

**Cultural Arts Series**  
The cultural arts series provides the college with programs representative of the various arts — dance, art, drama, films, lecturers, and music. Financed by the student activity fee, these are planned by a student-faculty cultural arts committee and scheduled regularly throughout the year.

Selection of board members is conducted during the first two weeks in May. New board members are appointed by two-thirds vote of all current board members.

Chess Club  
Christian Science Club  
Delta Phi Sigma (Data Processing)  
Junior American Dental Hygienists Association  
Junior Branch of the Food Service Executive Association  
Electronics Club  
Future Secretaries Association  
Harper Association of Marketing Management Students  
Harper's Bizarre (Fashion Design)  
Harper Studio Players  
International Students Association  
Lambda Alpha Epsilon (Law Enforcement)  
Legal Students Association  
Nurses Club  
Operating Room Technicians Club  
Physical Education Majors Club



# student development

<b>Practical Nurses Club</b>	A literary and art magazine, <i>Point of View</i> , is printed twice each year — winter and spring. Students interested in helping or in submitting materials should contact Ms. Elizabeth Hull, Communications Division, F334b, or Mr. William Foust, Humanities Division, C223.	<b>The Harper College Pom Pon Squad</b>	The Harper Pom Pon Squad has completed its sixth year of promoting school spirit. The girls perform dance and drill routines at football and basketball games. Other activities will include money raising projects, travel to other schools, parades, and a squad banquet. There are 16 regular members and 2 alternates. Half of the girls are chosen in the spring of 1974, and the remainder will be chosen in the fall of 1974. These girls will represent Harper for the 1974-75 sports season. Those interested should contact the Student Activities Office, A336.	<b>Daily Practice Times</b>	Harper is a member of the Skyway Community College Conference and the National Junior College Athletic Association. Colleges in the conference are Triton, Elgin, Waubonsie, Lake County, McHenry, Amundsen, Oakton, and Harper.
<b>Psychology Club Seekers</b>		<b>WHCM</b>	WHCM, student radio station, is managed, staffed, and operated entirely by students. The station is currently a closed circuit operation within the College Center. However, the station is run in accordance with F.C.C. rules and regulations. Positions available to interested students include announcers, engineers, news personnel, copy writers, sports staff and management personnel. No experience is necessary. Training will be provided for all positions. Interested students should contact the station in the College Center, A339.	<b>First Official Practice Times</b>	
<b>Spread Eagle Ski Club</b>		<b>Cheerleading</b>	The Harper Cheerleaders provide and promote spirit and support the athletic programs through encouragement of student participation at the various athletic events. Those interested should contact the Student Activities Office, A336.	<b>Sport</b>	All student athletes in any sport must furnish an adequate physical examination given by a physician previous to his competition for each collegiate year in which he competes.
<b>The Talons (Lettermen)</b>				<b>Football</b>	August 26 4:00
<b>Student Publications</b>	A number of opportunities are available to students who want to join the staff of the <i>Harbinger</i> , the college student newspaper. Staff members receive valuable personal experience in journalism by publishing a weekly newspaper. Along with the writing of news and feature stories, students may become familiar with layout, copy editing, advertising, business and editorial management. Travel opportunities are available to student conferences and conventions and a limited number of tuition rebates are available to deserving staff members at the end of each semester. For 1974-75 the <i>Harbinger</i> will be published weekly with an average run of 4,500 copies. Interested students should contact Editor-in-Chief, A367, College Center, extension 272.			<b>Golf</b>	September 9 3:00
				<b>Cross Country</b>	September 9 4:00
				<b>Basketball</b>	October 15 4:30
				<b>Wrestling</b>	October 15 4:00
				<b>Baseball</b>	February 24 4:00
				<b>Tennis</b>	February 24 4:00
				<b>Track</b>	February 24 4:00

Coaches welcome the opportunity to discuss their sports with any student who is interested. Students interested in participating in a particular sport should contact the coach of that sport as soon as possible to determine his eligibility status. More information is available from Mr. John Geich, Director of Athletics, Room U108, extension 467.

program also provides both men and women with opportunities for competition intramurally and with challenges from other colleges and universities. Special interest groups, like cheerleading and pom pon, attract students who want to build enthusiasm for Harper's total sports program.

Intramural activities include competitive sports for men and women conducted on an inter-class and open division basis that follows physical education class offerings, recreation program activities, sports activities, summer/recreational program, and unstructured time use of athletic facilities.

### **Intramurals**

Intramurals can be a meaningful and important part of student life at Harper College. A competitive and recreational program has been developed around the needs and interests of the student body. Whether you want to shape up, keep trim, learn something about sports, or just have fun, the intramural program at Harper fits your needs.

The Intramural Office will be open each day in building "U." Feel free to drop in any day and talk about any activity or program you have an interest in. Mr. Roy Kearns, Coordinator of Intramural Athletics and Recreation, welcomes your participation. Call extension 371 for further information.

Three seasonal calendars that include fifteen team and individual sports, plus a variety of recreational activities, are open to all students. A sports activities

**The College Center**

The College Center is an integral part of the Harper activity program. It is the scene of lectures, concerts, informal discussions, teach-ins, dances, meetings, conferences and a variety of other activities. Its facilities include food service area, lounges, meeting rooms, game room and offices for student organizations, student publications, counseling, health service and financial aids and placement.

In order to insure optimum use of the facilities, several building policies have been established. Card playing and other table games are permitted in the College Center except in the cafeteria between 10:30 a.m. and 1:30 p.m. Because of limited seating during these peak hours, the cafeteria is to be used solely for dining purposes. Card playing and other table games, visiting, studying, or any other activity, except dining, will not be allowed. The second floor lounge and

# student development

third floor game room are available for these other activities. Regulations governing the use of the game room are posted in that area. Students are not allowed to use the lounges for sleeping, particularly the fireplace area. A rest area with sleeping cots is available in the Health Center, A362.

Programs are occasionally held which require special arrangements and/or the movement of students from one area to another. In such cases regulations will be posted or announcements will be made pertaining to the area affected. The fireplace, lounge area, and game room are usually closed during formally scheduled activities in the lounge.

services. Counselors serve as academic advisors to all students, especially in the areas of program selection and career decision-making. All students are encouraged to see a counselor when personal or social problems arise.

The counseling center maintains a collection of information on vocational and college selection, including a career library describing thousands of vocations, film-strips and recordings on career information, a machine used for assisting the student in college selection, and college catalogs for personal use by the students. Up-to-date transfer information on area colleges and universities is available with each counselor.

counselor in the academic division which includes his major field of study. Counselors are available for academic, vocational, and personal counseling. Each counselor schedules and posts hours for open office hours and also sees students on an appointment basis.

## Counseling

counselors, trained in group processes, serve as facilitators for the groups and it is recommended that each group, which meets two hours per week for eight weeks, be limited to a maximum of ten people.

## Group Counseling

There are several types of group experiences available through the counseling center to any student who expresses a desire to participate. Among them are Human Potential Seminars, Interpersonal Effectiveness Labs, and seminars on Effective Decision Making. The Human Potential Seminars assist students uncover their hidden potential primarily through experiences designed to bolster their self-confidence and increase their motivation. Interpersonal Effectiveness Labs help students improve their ability to relate to other people, and the seminars in Effective Decision Making instruct students in the techniques

of arriving at responsible, well-informed decisions.

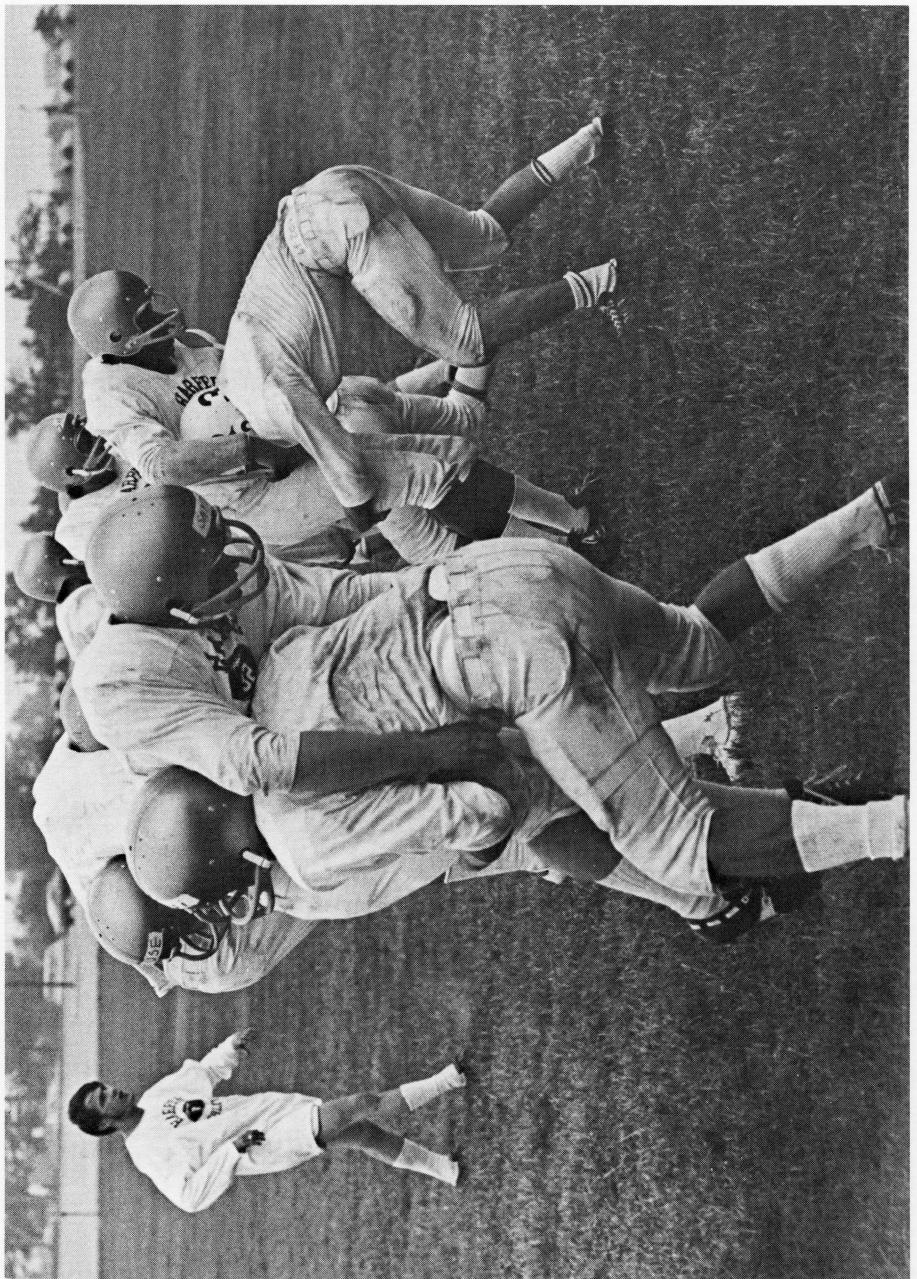
Students are informed about the group offerings during orientation and registration, through articles and advertisements appearing in the student newspaper and by their counselor. Interested participants can sign up for these in the counseling center.

## Academic and Vocational Testing

Have you ever asked yourself, "Do I really know what I want to do?" or "What am I interested in?" or "What are my abilities?" If you have and you weren't satisfied with your answer, you may get some insight about yourself, your abilities, and your interests by taking a battery of

Counseling and guidance is an important function of the comprehensive community college. Harper recognizes this fact and has developed an extensive program of counseling

A decentralized approach is used at Harper with counselors housed within divisional offices in addition to the counseling center. Students are encouraged to see a



student  
development

tests. These tests are available in the Office of Testing Services. Students should contact their counselor for help on the kind of tests to take.

### **Credit by Examination Programs**

Proficiency credit is available at Harper College through four programs: the Advanced Placement Program (APP); United States Armed Forces Institute (USAFI); College-Level Examination Program (CLEP); Harper Departmental Program (DP). For listings of courses having proficiency exams and procedures for applying, contact the Office of Testing Services.

### **International Students**

Harper College welcomes International Students and encourages them to take advantage of the specialized services within the Student Affairs area including a staff of counselors representing each major area of study. Students are also encouraged to participate in student activities and initiate new programs with the assistance of the Student Activities Office.

### **Community Counseling Center**

Do you know a friend or relative who is unsure of his vocational goals, his job, or his goal in life? If you do, Harper College's Community Counseling Center for non-Harper students may be able to provide some assistance in solving these and other

personal problems. In addition the center also offers personal counseling, family counseling, and marriage counselors. For information, contact the Community Counseling Center, A347, Ext. 273.

### **Financial Aid and Employment**

services are available without charge for students, faculty, and staff:

1. Confidential health counseling
2. First aid
3. Absentee memos to instructors
4. Medications — aspirin, throat lozenges, cough medication, Alka-Seltzer, cold capsules, etc.
5. Medical parking permits
6. Health education
7. Student insurance
8. Allergy injections
9. Referrals for health problems
10. Rest area

Free medical care is available from the part-time physician. He can diagnose, treat, prescribe medications and laboratory tests and refer when necessary. Check with health service staff at Ext. 271 for days and time of service.

### **Health Service**

The Health Service is located in Room A362, next to the Counseling Center and is open from 8:30 a.m. to 10:00 p.m. Registered nurses staff the Health Service and the following

knowledge of health problems and information.

### **Financial Aids**

A variety of scholarships, loans and grants are available to qualified Harper students — Federal Nursing Grants and Loans, Basic Opportunity Grants, College Work-Study, Illinois State

An extensive program for meeting the financial needs of students is administered by the office of Placement and Student Aids. This office is located in the College Center. Available to students are scholarships, loans, supplemental 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 Room A364, located in the College Center.

# student development

Monetary Scholarship and Grant awards, Illinois Guaranteed Loans, Law Enforcement Grants and Loans, Trustee Scholarships, Community Scholarships, Student Service Awards. Also Illinois State Veterans Scholarship, G.I. Bill, Veterans Vocational Rehabilitation, V.A. Widows Compensation Benefits, Social Security, and Division of Vocational Rehabilitation funding.

Dependents of deceased parents or guardians who were in the social security program may be eligible for benefits. Under this program, benefits to college students are payable through age 22.

Handicapped students may receive compensation through the local office of the state division of vocational rehabilitation located in Mt. Prospect, Illinois.

Tuition rebates are provided by many area businesses and industries to their employees as an incentive for them to continue their education. Students who are

employed should contact either their company representative or Harper's Office of Student Aids for further details.

Further information may be obtained from the financial aid office, A364, College Center.

### **Short Term Loans**

Short term loans from \$50 to \$300 may be obtained to cover educational expenses. A charge of 1% per month is added to the loan. Processing requires one week to clear through the business office and two days through the financial aid office. An emergency cash loan sponsored by the Harper College Foundation is also available.

Further information may be obtained in A364, College Center.

### **Placement**

The Office of Placement and Student Aids helps graduates of Harper's career programs find

full-time permanent employment. Part-time and summer placement services are provided to Harper students who file applications with the Placement Office.

Interview facilities are provided for college representatives and business and industrial recruiters seeking contacts with Harper students.

A Placement Bulletin is available every week in the Placement Office listing full-time and part-time positions in the northwest suburban area. The Placement Office also offers seminars and individual assistance with resume writing and the interviewing process.

### **Veterans Programs**

Veterans are eligible to receive assistance under the G.I. Bill, the Veterans Vocational Rehabilitation Act, and War Orphans Educational Assistance Program. Veterans who entered the service as residents of Illinois are also eligible for a tuition scholarship for a period that is equivalent of four (4) years

of full-time enrollment, i.e., a total of 96 points. They should contact the Veterans Affairs Office for further details.

### **Student Achievement Recognition Program**

Each year since 1969 Harper College has participated in the newly established Student Achievement Recognition Award Program sponsored by the Continental Illinois National Bank and Trust Company of Chicago.

A young man and young woman who best exemplify progress toward setting and achieving their goals are chosen from applicants in the college. The winners go on to regional and state finals and can receive up to \$1,350 plus a certificate, a plaque, and a trophy.

### **Food Services**

For your pleasure and convenience, a number of Food Service facilities are available in the College Center. The main cafeteria, located on the first floor, offers a wide variety of hot food, snacks, and short order items throughout the day. The facility is open:

#### **Hours Open**

<b>Day</b>	<b>Mon.-Thurs.</b>	<b>7:30 a.m.-8:00 p.m.</b>
	<b>Friday</b>	<b>7:30 a.m.-3:15 p.m.</b>

The Snack Bar on the second floor is open from 9:00 a.m. to 1:30 p.m. Monday through Friday and offers short order items; soft drinks and snacks.

Vending machines are located throughout the College Center and service is available whenever the building is open.

### **Employment Recommendations**

Full-time college employees are limited to no more than six hours of college work. Students are urged to consider their academic load when planning to work.

campus and campus related functions. Information concerning the planning of such events may be obtained by contacting the Catering Manager.

Students enrolled in the Food Service Management program participate in the preparation and service of some of the food items as related to the above areas.

Students are under the guidance of an instructing Chef and Baker and a professional Food Management staff. Inquiries concerning the Food Program may be directed to the Coordinator of the Food Service Program.

### **Bulletin Boards and Publicity**

A list of weekly college events and announcements is placed in the college newspaper, the *Harbinger*, the Weekly *Bulletin*, and on bulletin boards. Publicity must be approved by the Student Activities Office and may only be hung or distributed in designated locations.

Recommended poster size is 14"

x 22", however, larger posters will be allowed if space is available. The name of the organization sponsoring a campus activity or event must appear on all publicity material. A poster service is also available through the Student Activities Office. Generally posters shall be displayed for a period not to exceed two weeks. Exceptions to these regulations may be requested through the Student Activities Office.

### **Distribution of Literature**

Individual students and/or student organizations may distribute literature on campus providing the literature and distribution procedures are within the context of the student conduct code and are registered with the Student Activities Office. General distribution of literature is normally restricted to the College Center and other lounge areas on campus. If tables or booths are to be used, they should be requested through the Student



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Activities Office at least five days before they are needed.

### **Use of Tables or Displays**

The following regulations have been established due to the limited space and the number of requests for tables or displays.

1. Events shall be registered in the Student Activities Office at least five days prior to the event.
2. When more than one organization of a similar nature (e.g. religious organizations) requests the use of a table or display for the distribution of literature, such displays shall be combined whenever possible.

3. Displays or tables shall be set up off the corridor in the second floor lounge.

4. A maximum of two displays or tables shall be set up in the lounge at the same time.

5. No displays or distribution

shall be conducted when the lounge is reserved for an activity.

Duration:

1. For continuous events (regularly occurring throughout the year) the organization may set up tables or displays for a maximum period of four times a month or once a week.
2. For annual events (those occurring only once during the year) the organization may set up tables or displays for a maximum period of one week.

- Exceptions may be requested through the Student Activities Office.
3. Displays or tables shall be set up off the corridor in the second floor lounge.

Learning Resources Center, and for other occasions requiring identification.

### **Duration:**

- Students who lose their I.D. cards must report this immediately to the Student Activities Office. There is a \$2.00 replacement charge. The I.D. card will be validated each succeeding semester at registration following payment of fees.

### **Student Dress**

There is no formal dress code; however, any student whose dress disrupts the educational process may be asked to leave the campus. Within this framework there are two stipulations

- (1) Shirts must be worn in the buildings, and (2) Bare feet are not allowed in the buildings.

### **Identification**

Identification cards are issued to all students who pay a student activity fee. I.D. cards must be carried at all times and will be used for admission to social, cultural, and athletic events, for voting in student elections, for checking out materials from the

the obligation to conduct himself in a manner compatible with the college's function as an educational institution. It is imperative for such an institution to be viable, the exchange and expression of ideas must be free from coercion and harassment. Harper College recognizes the right of students to engage in legal dissent.

The following code of behavior is relative to conduct on college property and at all college sponsored activities held off-campus. The college will not initiate disciplinary proceedings against students convicted of violations of law which occur off-campus unless the nature of the violation is such that the continued attendance of the student would be a threat to the safety of any member of the college community.

Violations of all federal, state and local laws on campus or at any college sponsored activity held off-campus, shall be considered a violation of the Student Conduct

### **Student Conduct Code**

Harper College respects the civil rights and liberties of each member of the college community. The individual student assumes

# student development

Code and violators shall be subject to disciplinary action. Such violations include but are not limited to:

1. Possession and/or consumption of alcoholic beverages except at an off-campus activity where all in attendance meet the minimum age established by state law and where the location of the activity does not prohibit such beverages.
2. Possession, sale, use or distribution of any narcotic drug, marijuana or other addictive or hallucinogenic substance prohibited by law.
3. Gambling.
4. Theft or damage to public or private property.
5. Issuing of fraudulent checks.
6. Possession or use of firearms, explosives, dangerous chemicals or other weapons except as permitted by law and college regulations.
7. Assaulting, threatening, harassing or endangering the health or safety of any person.
8. Willfully denying to a trustee, employee, student or invitee of the institution freedom of movement or use of the facilities, or right of ingress or egress; or willfully impeding, obstructing, interfering with, or disrupting the performance of institutional duties, pursuit of educational activities, or occupying the institutional buildings or other property after due and legal notice to depart.
9. Lewd or obscene conduct as defined by law.
10. Publishing or distributing obscene or libelous material, or material which can reasonably be expected to cause actual disruption as defined by law.

obligations relative to college transactions.

2. Furnishing false or misleading information on college records or refusing to identify yourself by Harper College I.D. card upon request of college officials or security officers who have identified themselves as such and have stated their reasons for requesting the I.D. card.
3. Occupancy of the college facilities or buildings other than during posted hours.
4. All forms of academic dishonesty including but not limited to cheating; plagiarism and forgery.

## **Initiation of Disciplinary Proceedings**

Any student, faculty, administrator or staff member may file a complaint or charges against any student suspected of violating the student conduct code.

The Vice President of Student

obligations relative to college transactions.

2. Furnishing false or misleading information on college records or refusing to identify yourself by Harper College I.D. card upon request of college officials or security officers who have identified themselves as such and have stated their reasons for requesting the I.D. card.
3. Occupancy of the college facilities or buildings other than during posted hours.
4. All forms of academic dishonesty including but not limited to cheating; plagiarism and forgery.

In addition, the following types of conduct are considered unacceptable and violators shall be subject to disciplinary action:

1. Failure to meet financial

Affairs Office shall be responsible for handling all administrative details involved in student conduct. Reports involving student conduct, procedures for handling disciplinary cases and the results of conduct hearings shall be maintained in this office.

Minor offenses which may result in a reprimand, warning, or suspension of less than one week, shall be handled by the Vice President of Student Affairs Office. Conduct violations of a serious nature resulting in charges which entail possible probation, suspension beyond one week, or dismissal of a student shall be referred to the college president.

result in serious penalties such as probation, suspension beyond one week, or dismissal, he shall be referred to the student conduct committee for a hearing. Also if a student questions the fairness of the disciplinary action taken against him by the Vice President of Student Affairs Office, he shall be granted, on written request, a hearing before the student conduct committee providing his request is received in the Vice President of Student Affairs Office no later than fourteen days after the date of the letter notifying him of disciplinary action.

### **Student Conduct Committee**

Pending action on the charges, the status of a student shall not be changed or his right to be present on the campus and to attend classes suspended, except for reason relating to physical or emotional well-being, or that of the college community as determined by the Vice President of Student Affairs Office.

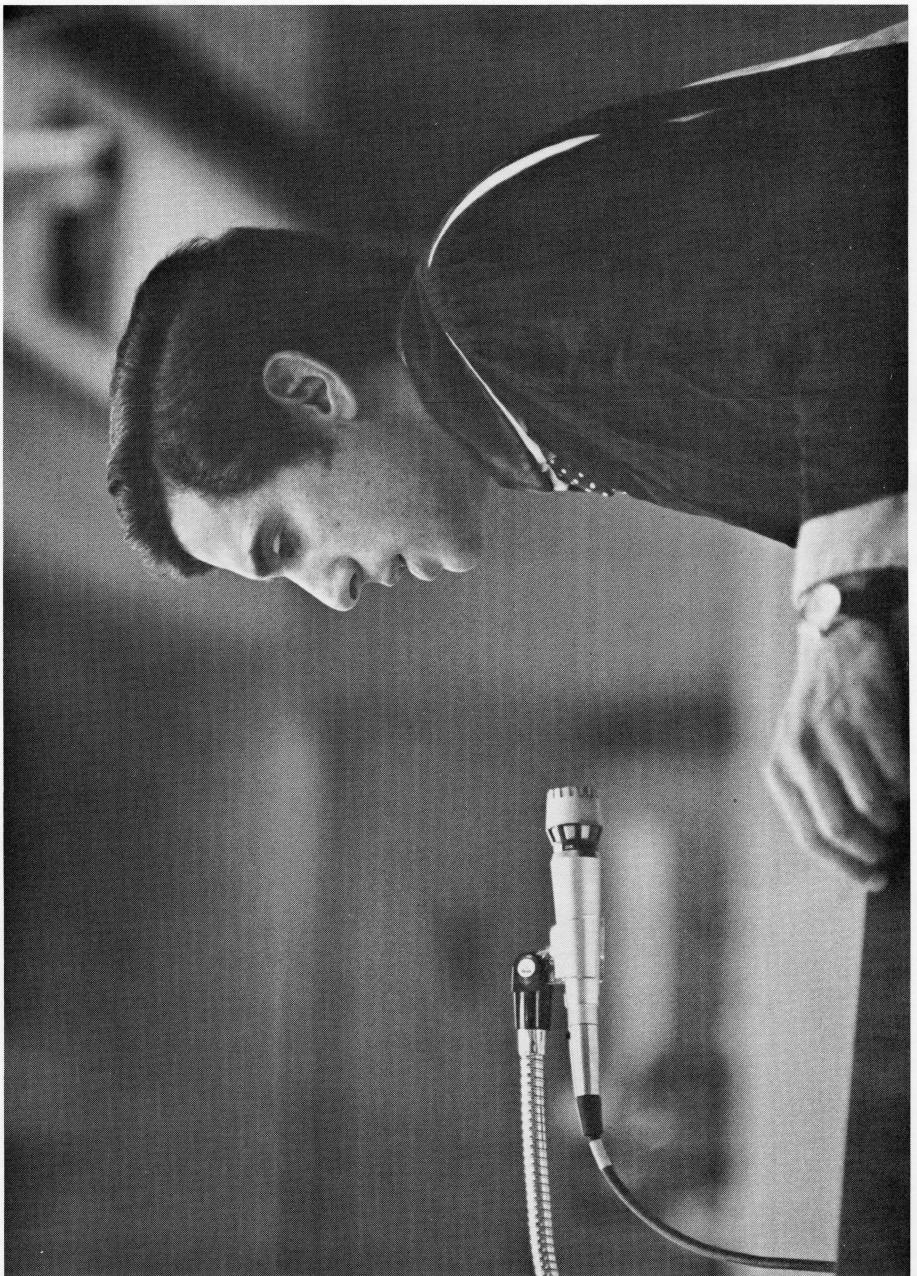
When a student's misconduct may

serve for two-year periods. At least five members must be present to conduct hearings. Individual members of the committee may be excused from hearing any case in which they feel they could not render an impartial judgment.

1. The student shall be informed, in writing, at least 72 hours prior to the hearing, of the reasons for the proposed disciplinary action with sufficient particularity to insure opportunity to prepare for the hearing.
2. The student appearing before the conduct committee has the right to be assisted in his defense by an adviser of his choice.
3. The student shall be given an opportunity to testify and to present evidence and witnesses. He shall have an opportunity to hear and question adverse witnesses. In no case shall the committee consider statements against him unless he has been advised of their content and of the names of those who made them, and unless he has been given an

opportunity to rebut unfavorable inferences which might otherwise be drawn.

4. A student has the right to remain silent without prejudice in a disciplinary hearing.
5. The committee has the option of hearing the testimony of witnesses separately (if they number more than one), so that they shall not hear each other's testimony.
6. a. A tape recording shall be made of the proceedings, and a digest thereof shall also be prepared by or at the direction of the chairman of the student conduct committee. Said recording and digest shall be available only in case the decision is appealed in writing to the Vice President of Student Affairs no later than fourteen days after the date of the letter notifying him of the disciplinary action and then only to the Vice President of Student Affairs Office and the student or students charged in the proceeding.



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development

b. A written decision of the hearing committee shall be forwarded to the Vice President of Student Affairs Office.

7. The written decision of the student conduct committee is final, subject to appeal by either the student or the Vice President of Student Affairs Office to the college president and Board of Trustees.

8. The conduct committee meetings are closed unless open meetings are requested by either parties and the request is approved by both the conduct committee and the Vice President of Student Affairs.

suspension or dismissal depending upon the incident.

**PROBATION:** Period of time during which the individual's behavior is observed to determine his future attendance as a student at the college. Terms of the probation may be specified according to the intent of the disciplinary action. Further violations of the conduct code may result in suspension or dismissal depending upon the incident.

become part of the student's transcript.

**DISMISSAL:** Student is expelled from the college and will not be allowed to return. Such a decision shall be made only by the college president upon recommendation from the student conduct committee. Disciplinary action shall become part of the student's transcript.

### **Speaker's Policy**

**RESTITUTION:** Reimbursement for damage to or misappropriation of property. This may be applied in conjunction with other types of disciplinary action and may take the form of appropriate service to repair or otherwise compensate for damages.

**SUSPENSION:** Bars the student's attendance at the college for a specified length of time. Length of suspension to be determined by the intent of the disciplinary action. Disciplinary action shall

or others from off-campus to speak provided such programs are registered with the Student Activities Office at least one week in advance. All expenses involved in retaining the speaker shall be specifically provided for by the sponsoring organization at the time of registration. No arrangements with guest speakers are to be made until the registration has been completed. Individual students may request guest speakers through recognized campus organizations under the above procedures.

Limitations on speakers are warranted only when the Vice President of Student Affairs Office deems their appearance represents a real threat toward maintaining campus order. In such cases, a standing speakers committee composed of three faculty members chosen by the Faculty Senate, three students chosen by the Student Senate, and the Director of Community Relations shall determine whether or not the speaker will appear. The committee's decisions are appealable by either the

Harper College respects the right of all members of the academic community to explore and to discuss questions which interest them, to express opinions even if unpopular, publicly and privately. It is the policy of the college to make its facilities available for peaceful assembly, to welcome guest speakers, and to encourage the exercise of these rights free from disruption or interference.

Recognized student organizations may invite guest lecturers, panel participants, discussion leaders

### **Types of Disciplinary Action**

**REPRIMAND:** Student is admonished for his behavior.

**WARNING:** Student is warned that the college has taken note of his action and further violations of the student conduct code may result in either probation,

sponsoring organization or the Vice President of Student Affairs Office, and subject to the approval of the college president and Board of Trustees. Should the speaker represent a real threat toward maintaining campus order after being contracted, the Vice President of Student Affairs Office or the sponsoring organization with the approval of the Vice President of Student Affairs Office may cancel the contract.

In the event the speaker or issues are not deemed a real threat toward maintaining campus order but are deemed controversial or extreme by the Vice President of Student Affairs Office, the sponsoring organization shall obtain a member of the faculty to chair the program, and shall provide time during the program for the audience to question the speaker.

records will be available to them only through the administrator having direct responsibility for the records (e.g., use of financial aid records would require contacting the director of financial aid; counseling records, the dean of guidance, etc.).

2. Transcripts or grade reports may be released to parents or legal guardians without prior approval from the student unless the student is 21 or over.
3. A student has the right to inspect his academic record (transcript) in the presence of a college official and is entitled to an explanation of any information on it. Other information in a student's file (except for confidential recommendations or ratings) may be shared with the student only if approved by the administrator in charge of the file. In the latter case the administrator must be present to interpret the data and insure that no confidential information is revealed.
4. Members of the professional staff of the college (faculty, counselors, and administrators) and members of the board of trustees shall have access to the student's records in the admissions office. Other college
5. Counseling records kept in the private office of the counselors shall be considered privileged information and shall not be available to anyone except by written permission of that counselor and the student.
6. Any classified staff or student worker of the college employed to work in areas where records are available will be given in-service training in the handling of confidential records. The use of students in filing and working on student records is discouraged.
7. The following information may be released by the college without the prior permission of the students.
  - a. The name, dates of attendance and degrees acquired by the students who have registered at

### **Student Records Policy**

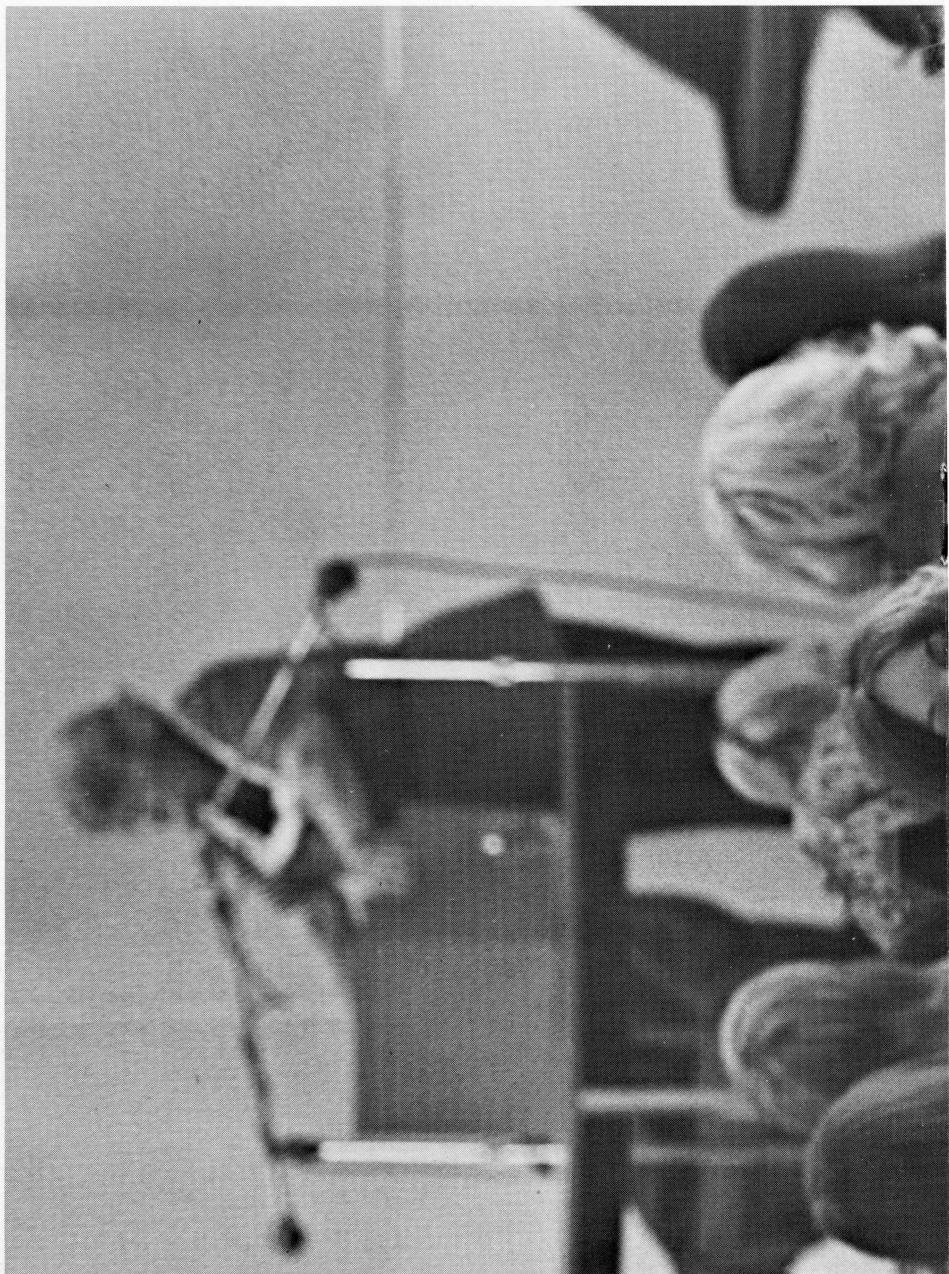
1. No information will be released on students without their written

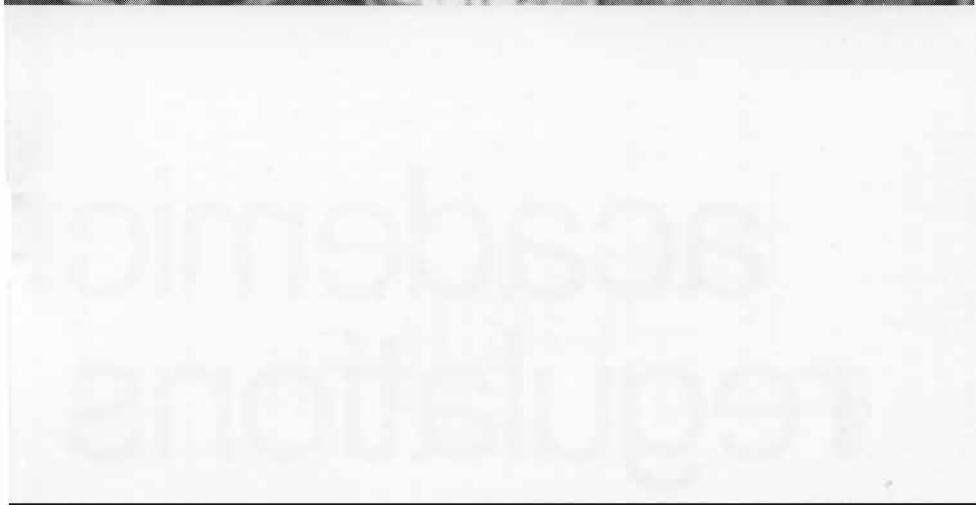
# student development

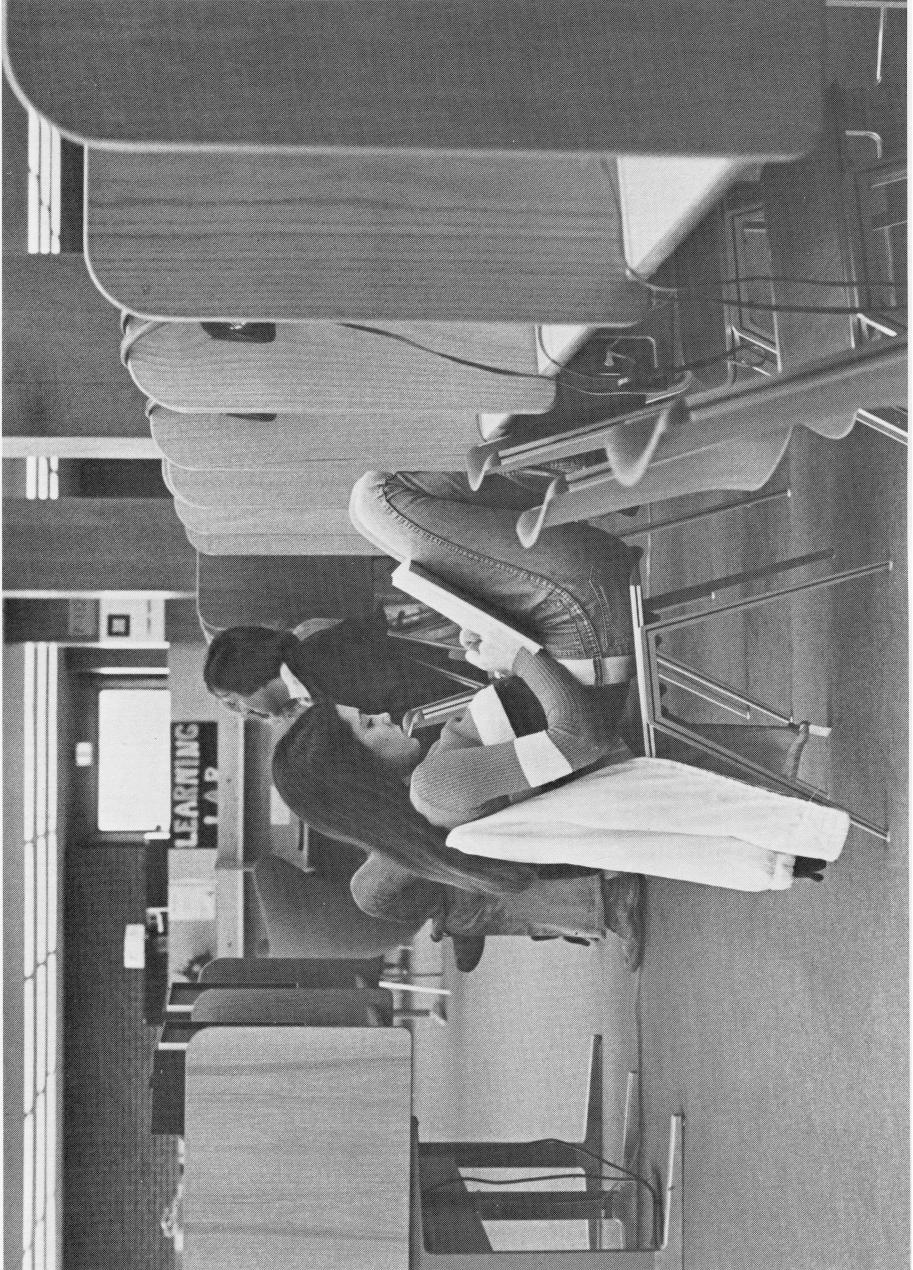
- Harper College.
- b. The names, addresses, and grade point averages of students who have achieved academic honors and other awards.
  - c. The names and addresses and high schools of students who have been awarded scholarships.
  - d. The names, addresses, and telephone numbers of officers of recognized clubs and organizations and student government senators and officers.
- college will release the necessary data to the proper person or agencies and notify the student of the court order.
11. If, in the judgment of a professional staff member of the college, the release of information may prevent personal injury or property damage the release of data is authorized.
12. The college reserves the right to release student information wherein its judgment legitimate educational research is being conducted. In these cases every care will be taken to preserve the confidentiality of the information. Under this provision the college may release the grades of students to their high schools so that the high schools may continue to study their programs.
8. No information on students will be given over the phone unless the person can be identified as authorized to have the information. A return call is required allowing verification of the party requesting the information if data requested is other than listed in No. 7.
9. Disciplinary information will be kept separately from the regular student records. Only disciplinary dismissals or suspensions will be placed on the transcript.
10. In cases of legal compulsion (court order or subpoena) the

- requested to give which is relevant to the application.
14. The college will comply with Selective Service laws and will provide information as requested by the student.
15. Any information or material submitted to a faculty member as part of a course requirement shall not be released to any person or agency without the student's written permission.
16. The college or one of its clubs or organizations may publish a student directory including the student's name, address, class, and telephone number. Students who do not want their names included in the directory should indicate so on the application for admission, or in writing to the Student Activities Office prior to the second week of each semester.
17. The college will not keep nor release information regarding a student's political beliefs.
18. Any law enforcement agencies

- (FBI, IBI, Palatine Police, etc.) seeking information re students must clear through the campus security office and follow their procedures before approaching any staff member for information.
19. The director of admissions is responsible, along with the director of data processing, for developing a security system that will prohibit the release of unauthorized student information re the data processing system of the college.
20. All student records will be destroyed five years after the student's last attendance with the exception of the transcript and items 1, 4, 5 and 6 of the admissions file (see items in addendum). In addition the college will retain any student financial records that may be needed to complete financial transactions with the student.
21. All records sent to Harper College as part of the student's application for admission become the property of the college and will not be returned.







# academic regulations

## **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:

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

## **Academic Honors**

which he was enrolled at the beginning of the fourth week of the semester. Midterm grades have no official standing and are given to provide students with an indication of academic progress. The official grade point average is computed only on the basis of final grades awarded at the end of each semester or summer term.

Trustees' Honor List  
Dean's Honor List

Students achieving a grade point average of 3.50 to 3.74 during any semester are placed on the Dean's Honor List.

Honors List  
Honors List

Students with a grade point average of 3.25 to 3.49 are given recognition on the Honors List.

<b>Grade Point</b>	<b>Incomplete Grades</b>
Superior	4.0
Good	3.0
Average	2.0
Poor	1.0
Failure	.0
Audit	.0
Non-Attendance	.0
Pass	.0
Withdrawal	.0
Incomplete	.0

At midterm and at the end of each semester, the student will receive a grade for each class in

satisfactorily completed by the mid-term of the following semester or a grade of "F" will be assigned. An extension of time may be granted by the vice president of academic affairs for special cases (e.g., military service, extended illness).

## **Auditing a Course**

A student desiring to audit a course without credit must, at the time of registration, receive approval from the instructor or division chairman and from the Registrar. Students will be required to pay full tuition and fees, and will receive a grade of "H" for the course. An auditor cannot change his status to that of a credit student, nor can credit for the audited course be established at a later date.

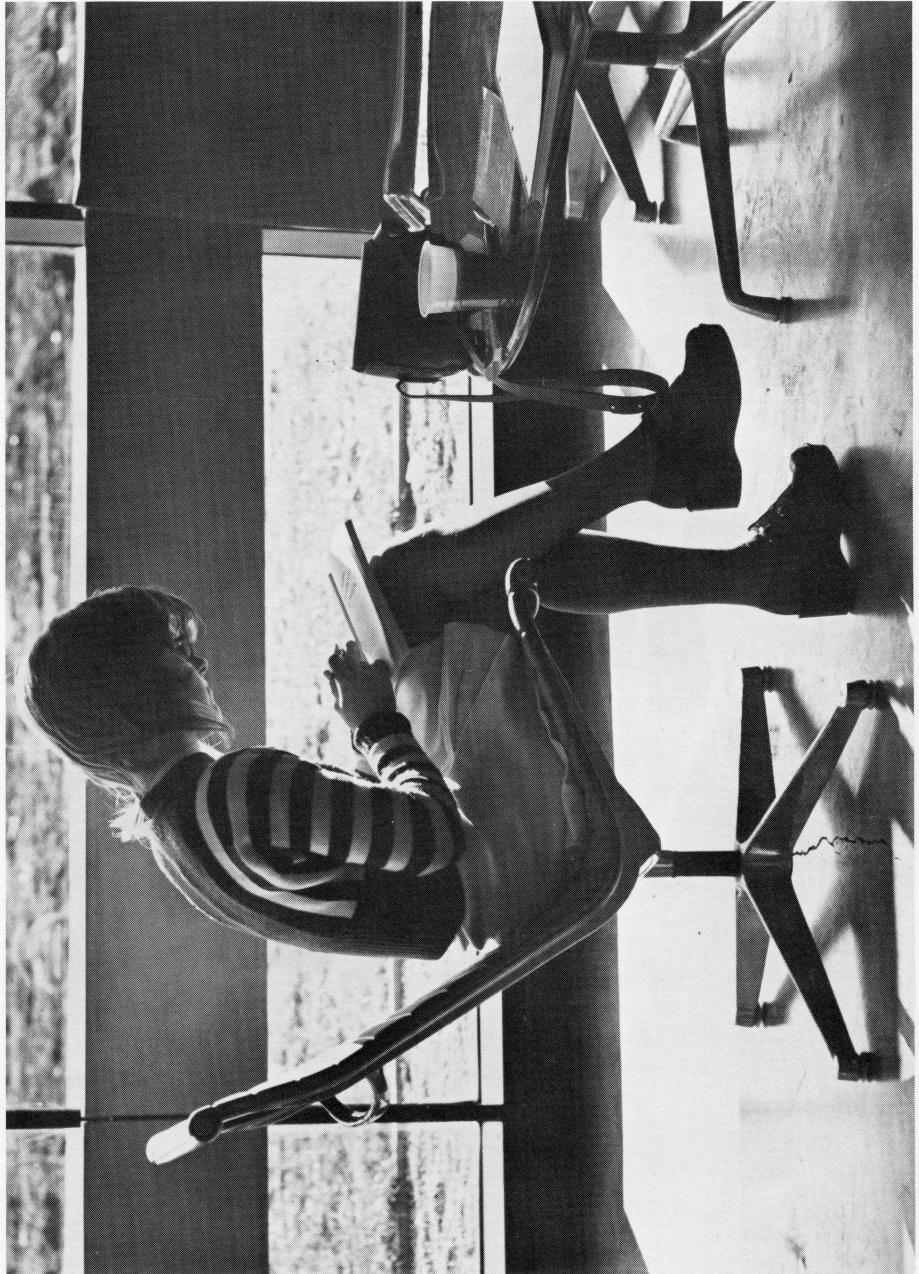
## **Standards for Academic Performance**

Students enrolled in an academic program must maintain minimum academic performance. In the



# academic regulations

following table are listed satisfactory and unsatisfactory standards for Harper students.		<b>Transcripts</b>			
		<b>Attempted Cumulative Hours</b>	<b>Grade Point Average</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
Harper students who have accumulated seven semester hours or more and students who transfer from another institution must make satisfactory performance or be placed on probation.		7-18 19-36 37-45 46 or more	1.00 or more 1.50 or more 1.75 or more 2.00 or more	.99 and below 1.49 and below 1.74 and below 1.99 and below	
	<b>Repeat Policy</b>				<b>Transfer to a Senior Institution</b>
		Students who have received D's or F's will be allowed to repeat the courses and attempt to earn a higher grade. When such a course has been attempted more than once, only the highest grade received for that course will be used to compute the cumulative GPA. The lower grade will remain on the transcript but will not be used to compute the cumulative GPA.			Credits earned at Harper College (baccalaureate oriented) are transferable to other institutions of higher learning. Students intending to transfer to a senior college should plan their programs to assure smooth transfer. In Illinois alone there are twelve public and over forty private colleges and universities from which to choose. The selection of a senior college should be an individual decision based on the compatibility of a student and the academic programs, facilities, size, student body, location, philosophy, and
		A student placed on probation will automatically be removed from probation when his cumulative grade point average (GPA) meets the minimum standards for satisfactory performance. A student on probation whose cumulative GPA remains below satisfactory performance can continue on probation if his work in succeeding semesters gives hope that he can achieve a 2.0 average by graduation.			<b>Probation</b>
		Students whose cumulative GPA remains unsatisfactory for more than one semester may be considered for dismissal.			<b>Probationary students must raise their cumulative grade point average to the minimum required for the succeeding semester in which they are enrolled or they will be considered for dismissal. A probationary student may be required to carry a reduced number of units, upon the recommendation of his counselor, as an added incentive to increase academic performance.</b>
					<b>Behavioral Contracting</b>
					Behavioral contracting is the development of an agreement between a counselor or teacher and a student on probation, the objective being to raise the



# academic regulations

cost of a senior college. The Illinois State Scholarship Commission provides tuition grants (no repayment) up to \$1,300 for use in any of these Illinois colleges.

### **Transfer of Credit to Harper College**

A student who has attended any other college(s) must have an official transcript from each college attended sent to the Admissions Office immediately upon making application. A student may transfer credit to William Rainey Harper College according to the following conditions:

1. The collegiate institution previously attended must be an accredited and/or approved institution awarding college credit.
2. Credit may be transferred to Harper College for courses earning credit and successfully completed with a grade of "D" or above if the student's cumulative grade point average

(GPA) is 2.0 or above ("C" average) at the previously attended institution. The student's work at each institution is evaluated independently if several institutions were attended.

3. If the student's cumulative GPA is less than 2.0 at a previously attended institution, credit may be transferred for courses earning credit and successfully completed with a grade of "C" or above.

### **Withdrawals**

When a student wishes to withdraw from a class after regular registration, he must withdraw officially by petition approved by his counselor. The following guidelines determine grades for an official withdrawal:

1. Classes dropped prior to the beginning of the fourth week will not become a part of the student's permanent record.

2. A "W" grade will be assigned to a class dropped after the beginning of the fourth week and prior to the sixteenth academic week.

3. A grade of "F" will be assigned to a class dropped after the beginning of the sixteenth academic week. If extenuating circumstances exist, students may petition for a "W" grade through the office of the vice president of academic affairs. Students not withdrawing officially through the Counseling Office are subject to an "F" grade.

Courses not following the regular semester schedule will be prorated based on the length of the course.

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

### **Graduation Requirements**

1. Attainment of a minimum of 60 semester hours of credit, at least 30 of which must be earned in attendance at Harper College. Waiver of this requirement by the vice president of academic affairs may be made where exceptional circumstances warrant. Up to two hours credit in physical education activity courses may be included as free electives in the minimum 60 required hours for an associate degree.

### **Tuition Refund Policy**

Tuition refund requests should be made in the Office of the Registrar. Refunds will be made according to the following schedule:

	Per Cent 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

Courses not following the regular semester schedule will be prorated based on the length of the course.

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

### **Graduation Requirements**

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2. Attainment of a minimum grade point average of 2.0 for all work taken for the associate in arts and the associate in science degrees. Attainment of a

## Degree Course Requirements

	<b>Degree Course Requirements</b>	<b>Associate in Arts</b>	<b>Associate in Science</b>	<b>Associate in Applied Science</b>	<b>Associate in Liberal Studies<sup>4</sup></b>
I.	COMMUNICATION SKILLS English 101, 102	6 hours	6 hours	6 hours	6 hours <sup>1</sup>
II.	SOCIAL SCIENCES anthropology, economics, geography, history, political science, psychology, sociology	6 hours	6 hours	6 hours	6 hours
III.	SCIENCE OR MATHEMATICS biology, chemistry, engineering <sup>3</sup> , geology, mathematics, physical science, physics	8 hours	20 hours	6 hours <sup>2</sup>	
IV.	HUMANITIES art, foreign language, humanities, literature, music, philosophy, fine arts	6 hours	6 hours	3 hours	
V.	Twelve hours to be taken in at least two of the following areas: communications, social sciences, science or mathematics, humanities		12 hours		
VI.	Any 60 hours of college courses at the 100 level or above, including a minimum of 9 hours in Liberal Education Seminars from at least three divisions.			60 hours	
TOTAL		38 hours	38 hours	21 hours	60 hours

<sup>1</sup>The following courses may be used to satisfy this requirement if a part of the approved career program: English 099, English 103, English 130, Journalism 131, Journalism 133.

<sup>2</sup>Students majoring in a career program may count courses in their major toward fulfillment of this requirement.

<sup>3</sup>Courses in engineering may apply to the general education requirements in Group III in the Associate in Science and Associate in Applied Science degrees.

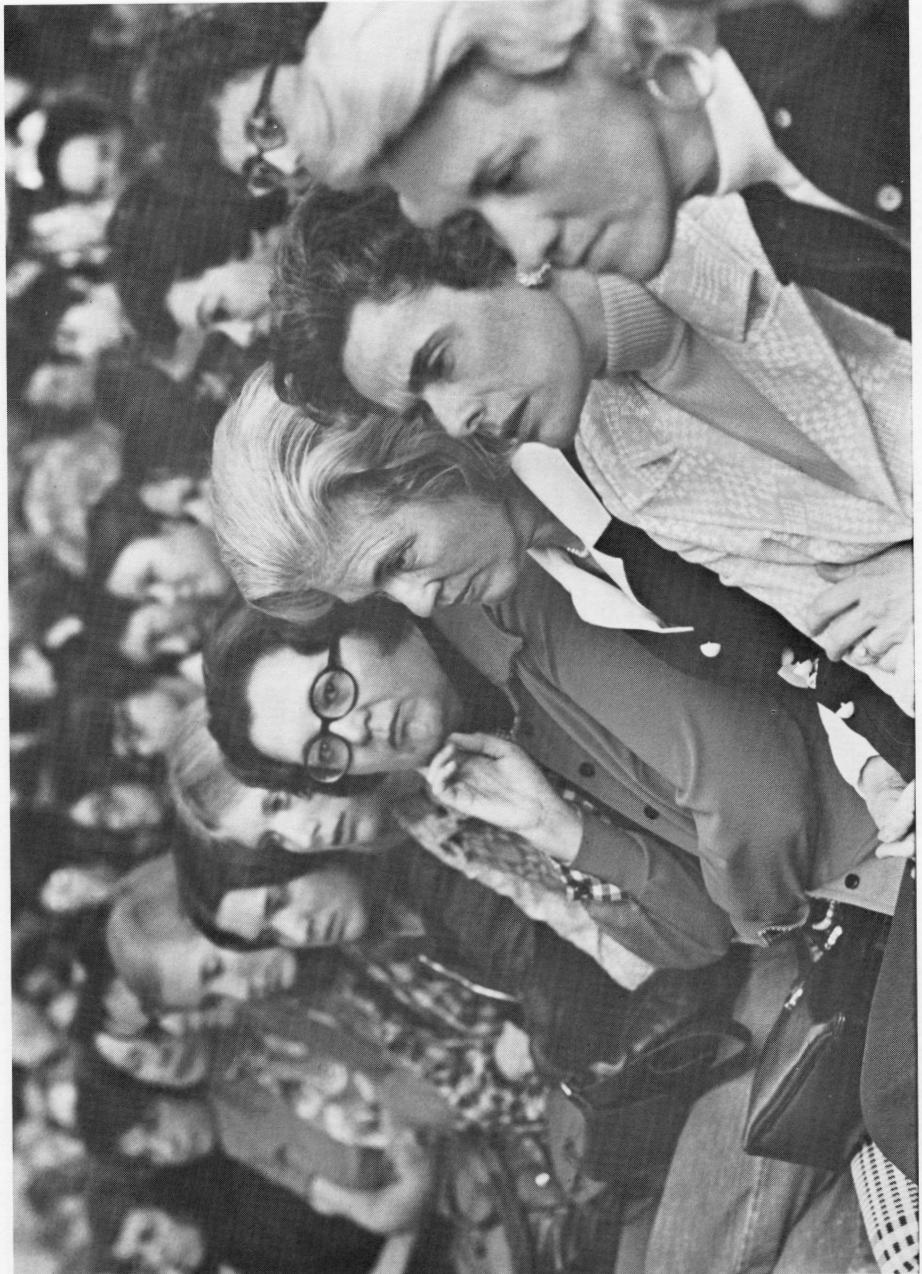
<sup>4</sup>Contractual agreement required for A.L.S. degree.

academic regulations

minimum grade point average of 2.0 for any applicable 60 semester hours work for the associate in applied science and associate in liberal studies degrees.

vice president of academic affairs where exceptional circumstances warrant.

6. Fulfillment of the degree group requirements.
7. A student must apply for graduation and pay the graduation fee of \$10.00. Students are encouraged to complete their petition for graduation when registering for the semester in which his graduation requirements will be fulfilled. Notification of the student's intent to graduate will be accepted in the Registrar's Office no later than one week after the midterm of the semester in which the student intends to graduate.
8. In addition to the above requirements, students enrolled in specific career programs will fulfill the requirements outlined in the programs. Any substitution of courses will require written approval of the vice president of academic affairs.
3. Meet the Constitution Requirement of the Illinois State School Code. This can be met by (1) submitting an official Illinois high school transcript stating the requirement has been met, or (2) successfully completing PSC 201, or (3) successfully passing a college administered test on the U.S. Constitution, Illinois Constitution, the proper use and display of the American flag, and the principles of American democratic government.
4. Requirement of 60 hours must be in courses numbered 100 or above for the degrees of associate in arts, associate in science, and associate in liberal studies.
5. Enrollment in Harper College during the semester in which graduation requirements are completed. Waiver of enrollment requirement may be made by the



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**Academic Regulations**

Dr. John R. Birkholz  
Vice President of Academic Affairs  
A301, Ext. 235

**I.D. Cards**

Student Activities Office  
A336, Ext. 243

**Scholarship, Loans or Other Financial Aids**

Mr. Fred Vaisvil  
Director of Placement and Student Aids  
A364, Ext. 247

**Lost and Found Items**

Public Safety Office  
B103, Ext. 211

**Student Activities Registration and Activities Calendar**

Student Activities Office  
A336, Ext. 243

**Starting a Club or Organization**

Miss Hope Spruance  
Student Activities Adviser  
A339, Ext. 242

**Grade Reports**

Mr. Donn Stansbury  
Director of Admissions and Registrar  
A209, Ext. 304

**Permission to Carry More Than 18 Hours**

Mr. Gordon Wallace  
Chief of Public Safety  
B103, Ext. 211

**Parking and Public Safety**

Mr. Gordon Wallace  
Chief of Public Safety  
B103, Ext. 211

**Personal Problems**

Dr. John R. Birkholz  
Vice President of Academic Affairs  
A301, Ext. 235

**Student Government**

President of the Student Senate  
A338, Ext. 244

**Student Grievances, Ideas, or Suggestions**

Student Senate  
A338, Ext. 244

**College Newspaper Harbinger**

Editor  
A367, Ext. 272

**Intramurals**

Mr. Roy Kearns  
Coordinator of Intramurals  
D291c, Ext. 371

**College Literary & Arts Publication Point of View**

Ms. Betty Hull  
F344b, Ext. 323

**Dropping and Adding Courses**

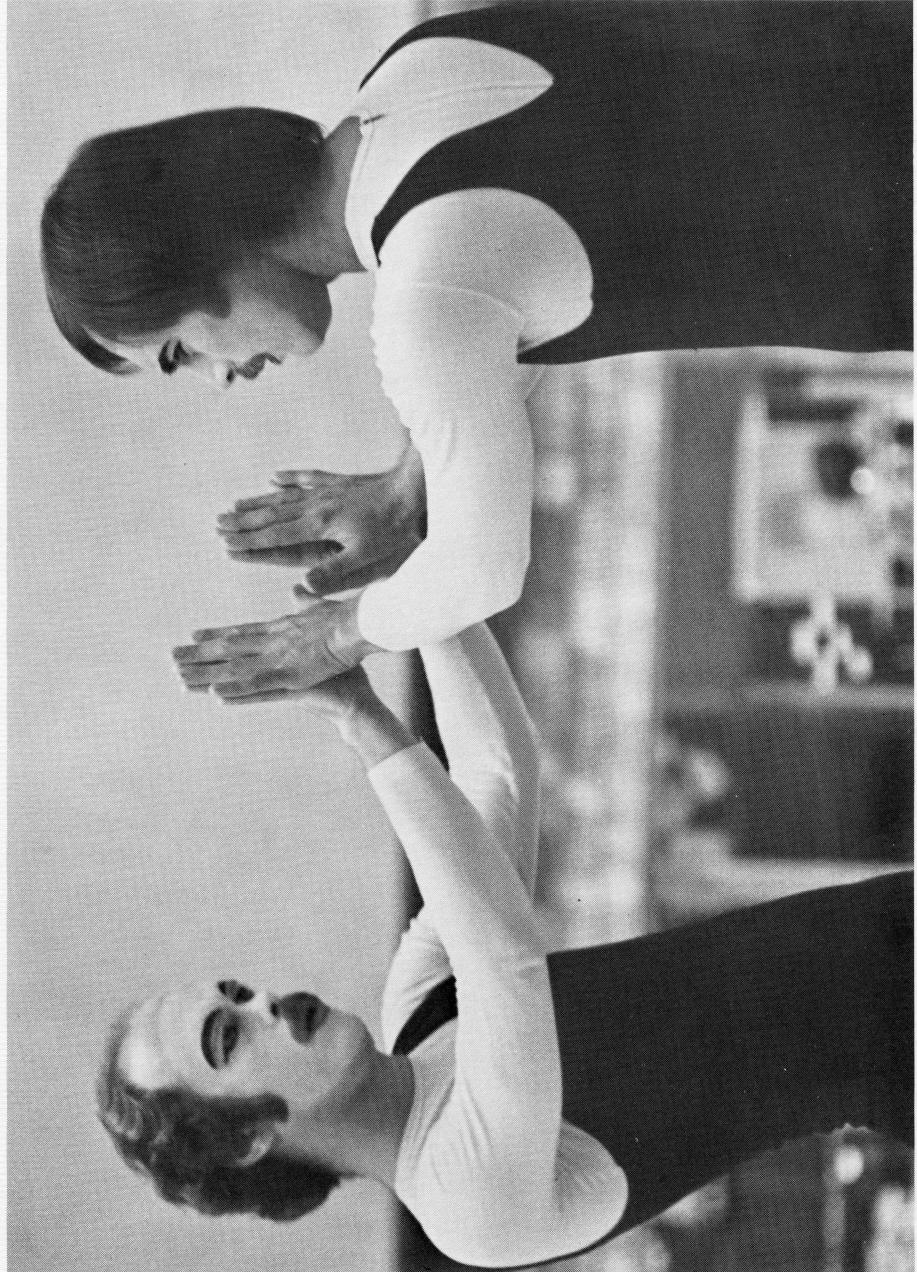
Mr. William Foust  
C223, Ext. 370

**Program Board**

Student Activities Office  
A336, Ext. 274, 242

**College & University Information**

Mr. Donn Stansbury, Director of Admissions and Registrar and your counselor



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where

**Transfer to Another College**

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

**Vocation or Job Selection**

A College Counselor  
Counseling Center, A347, Ext. 246  
and Divisional Offices

**Withdrawal from College**

Mr. Donn Stansbury  
Director of Admissions and  
Registrar and your counselor

**Transcript of Your Credits**

Mr. Donn Stansbury  
Director of Admissions and  
Registrar  
A209, Ext. 304

**Tuition Payment**

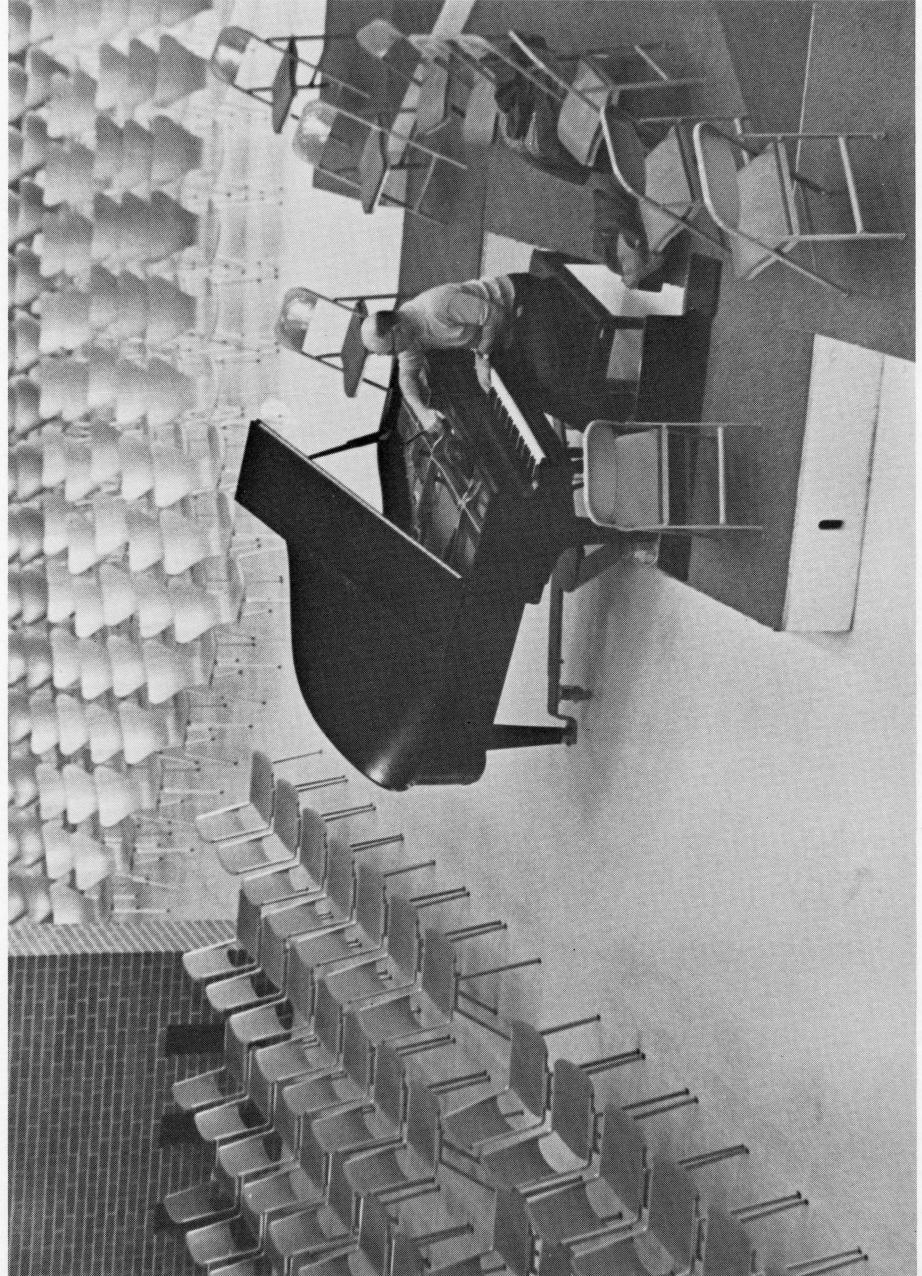
Business Office  
A214, Ext. 239

**Tuition Refunds**

Mr. Donn Stansbury  
Director of Admissions and  
Registrar  
A209, Ext. 304

**Veteran Affairs Coordinator**

Mr. William Heinosz  
A351a, Ext. 254



services

## **Learning Resources Center**

The Learning Resources Center (LRC) supports the instructional program of the college by providing appropriate resource services to both faculty and students. The staff is qualified and ready to help in the development and use of instructional and library materials.

The Learning Resources Center is located in Building F and presently comprises the media resources on the first floor and the book collection on the second floor.

The LRC has been designed and furnished with carrels, chairs, and tables to permit a variety of quiet individual study spaces. Group studying can be done in the second floor conference rooms, when not being used for scheduled classes. It is the purpose and intent that the appropriate LRC facilities available to students be used only for individual pursuits related to officially recognized curricular or co-curricular activities.

The Independent Study area on the first floor contains numerous carrels and tables with some audiovisual media capabilities in F132, and media viewing room (F122). Production facilities are located in the middle and back area of the first floor. The circulation desk is staffed during operating hours to assist you in utilizing the media and materials located there. You are encouraged to suggest additions to the LRC collection.

The book, periodical, and microfilm collections are located on the second floor in the open shelves in the large reading and browsing area (F240). Individual study carrels, lounge chairs, tables, and perimeter group study rooms provide you with a variety of reading and study environments.

There are about 70,000 volumes in the collection with approximately 700 magazine subscriptions and newspapers, records, tapes, films, filmstrips and slides. Twenty-six magazine titles are available complete on

microfilm, including the Chicago Tribune and New York Times newspapers.

Rest rooms and drinking fountains are adjacent to the entrance and stairway on both floors. An elevator is accessible for the handicapped.

## **HOURS**

Monday-	7:30 a.m.-10:00 p.m.
Thursday	
Friday	7:30 a.m.- 5:00 p.m.
Saturday	9:00 a.m.-12:00 noon

A complete LRC brochure is available for students at the Information Office in the College Center and in the LRC.

## **Bookstore**

The Harper College Bookstore, located in the College Center, offers a full range of new and used textbooks, paperbacks, student supplies, and a limited check cashing service. A mail drop is also available.

## **BOOKSTORE REFUND POLICY:**

1. 100% subject to the following:
  - a. Books are returned within two weeks of the beginning of the term for which books were purchased (one week for summer term).
  - b. Books are accompanied by receipt.
  - c. New books are in strictly new condition. (Bookstore will determine if in new condition.)
  - d. Laboratory manuals and workbooks will be refunded only if in new condition.
2. 75% if returned after two weeks and before four weeks from the beginning of the term for which books were purchased with receipt (one to two weeks for summer term).
3. After four weeks books will be refunded at their wholesale market value, according to their possible reuse and condition.
4. Defective books will be replaced or refunded if returned immediately.



# services

5. General merchandise will not be refunded unless defective when purchased.

**Public Safety Office**

The Public Safety Office is a service organization designed for the safety and protection of the college community. Some of the specific responsibilities of the office include traffic control, patrolling parking lots, a walk and talk program of building security, emergency first aid, and providing other assistance as required.

Members of the Public Safety Office shall be conservators of the peace and as such have all powers possessed by policemen in cities, and sheriffs in counties, including the power to make arrests on view or warrants of violations of State statutes and city or county ordinances of the counties in which the junior college is located. This authority has been granted per the approval of House Bill 112 by the Illinois Legislature and affirmed by the Harper College Board of Trustees.

For further information, please contact the Public Safety Office in B Building, ext. 211, 251.

### **Parking**

All members of the college community are required to have current parking permits on their cars. Parking permits can be obtained during registration. The Public Safety Department will issue traffic regulations with parking permits. Parking is not permitted on roadways, sidewalks, shoulders, curbs, lawns, grass or in fire lanes. The college will issue citations to drivers violating campus motor vehicle regulations. We ask that all members of the college community respect and obey driving regulations. While sufficient space is available, we recommend that students form car pools or ride with someone else whenever possible to help alleviate traffic and parking problems. Failure to observe proper parking may result in having your car towed and impounded by the college.

### **Dental Hygiene Clinic Facilities**

Facilities for dental hygiene services are available on the campus for all students and college personnel at minimal cost. Services include oral examination, dental x-rays, dental prophylaxis (cleaning), and dental health education. The clinic is located in the east wing of the Science Building. Appointments can be arranged by phoning the Dental Hygiene Clinic, ext. 434.

### **Harper College Preschool**

Half-day program for children, 3 years to school age, on days Harper College classes are in session.

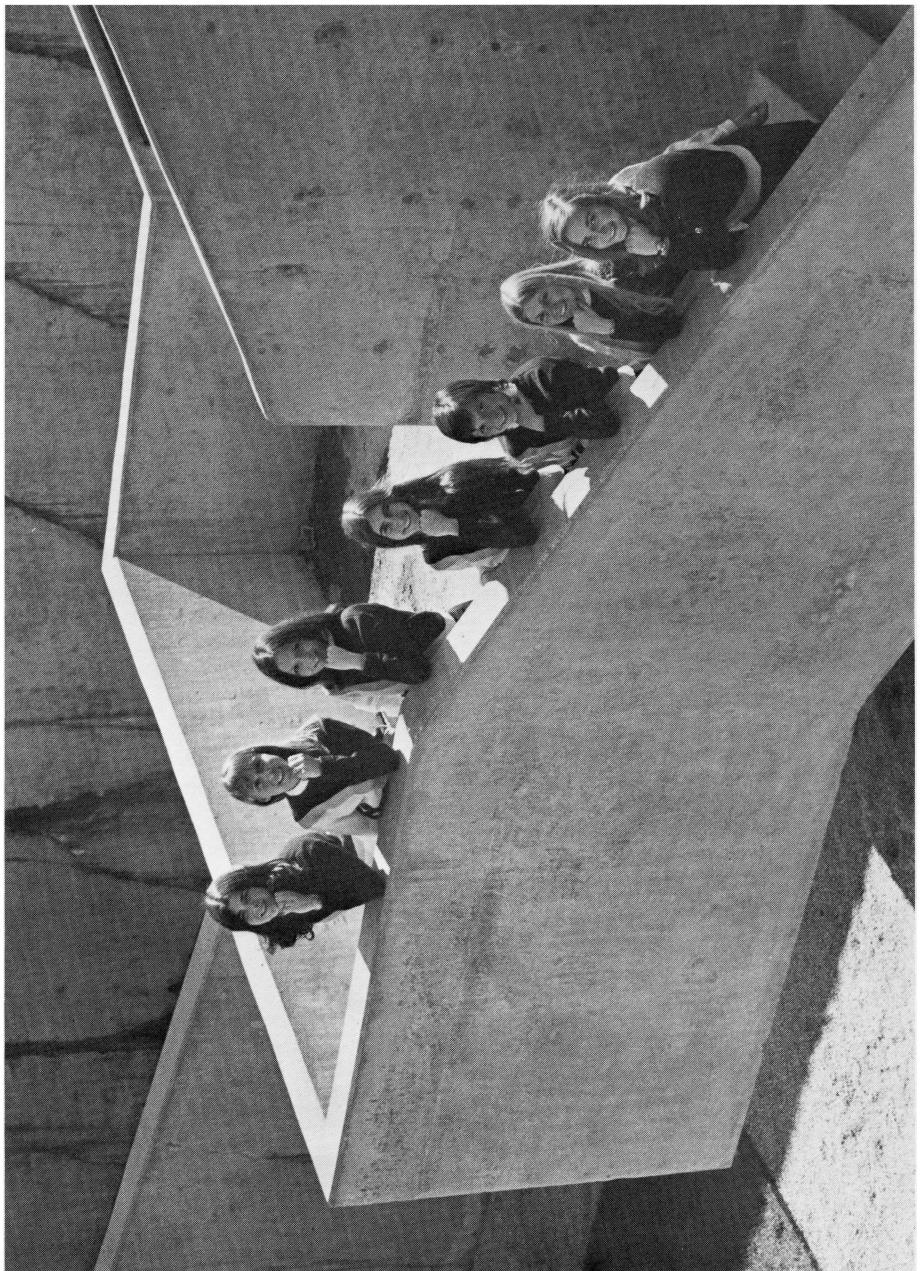
MWF  
9:00-11:30 a.m. or 1:00-3:30 p.m.  
\$22.50/quarter  
  
TR  
9:00-11:30 a.m. or 1:00-3:15 p.m.  
\$15.00/quarter

Children of parents attending Harper College classes will be given admission priority. The

children must be three years of age on admission. Regular attendance is expected. Other arrangements for child care should be made when the child has serious colds or other infectious disease. Charges will continue in effect although the child is absent so long as the child is carried on class lists.

Arrangements can be made, if the parent's class schedule demands, to drop the child off before the regular children's program or to leave the child longer than the regular program. A charge of 75¢ per hour will be made for this service. Full day care or hours bridging across morning and afternoon programs cannot be provided.

Quarterly fee statements will be issued to each participant in the program. Payments are to be made in the College Center Business Office, Building A. When mailing payment, please indicate child's name and that payment is for Harper College Preschool.



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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 of 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.

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 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 Biology, History and Art.

**Division** A college organizational unit usually made up of a group 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) to 4 (A).

**Grant** A grant is an outright award of funds usually based on need and does not have to be repaid.

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



college  
terminology

**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.

**Scholarships**

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

**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.

**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.

**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.

**Student Service Awards**

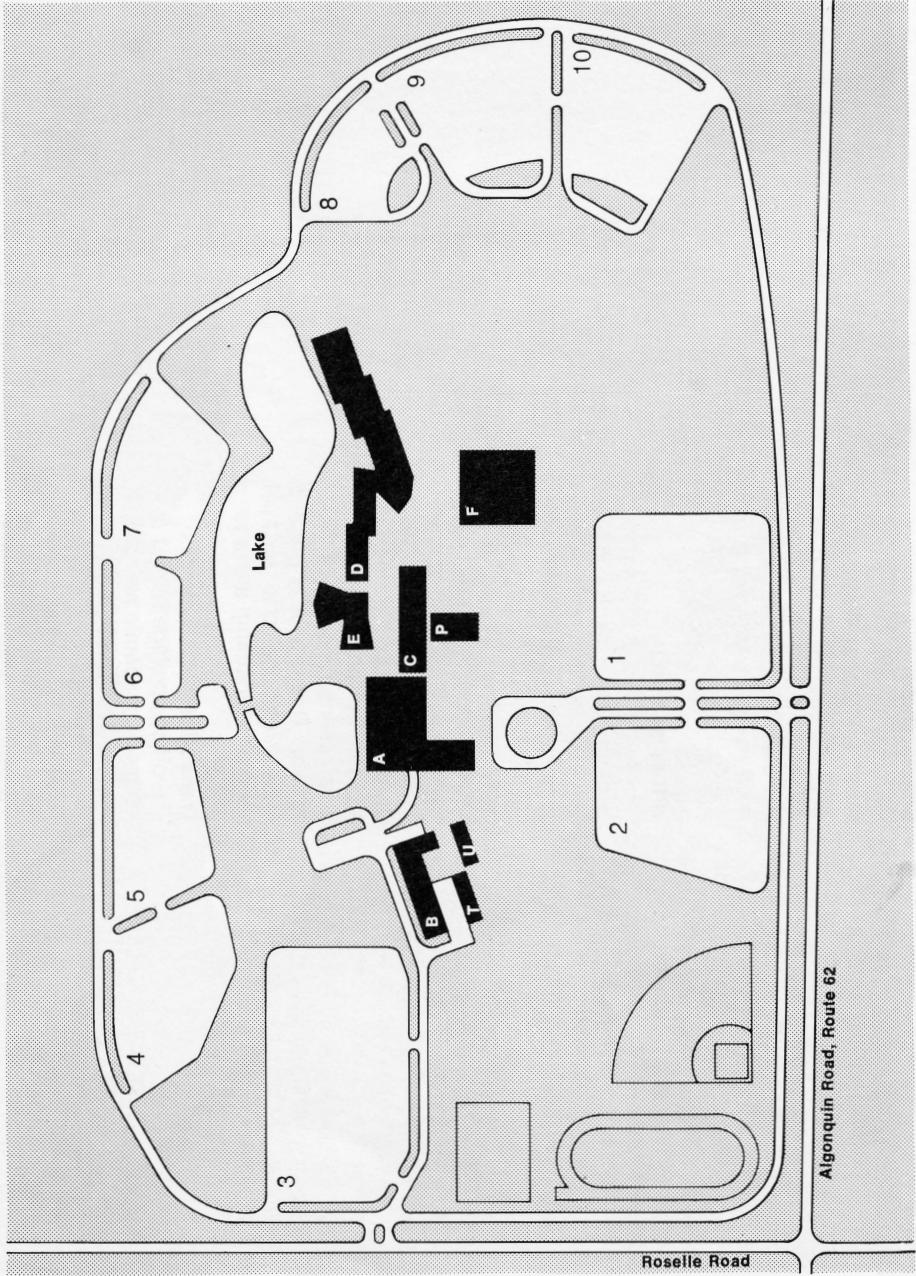
A monetary sum given to a student for a service rendered to the college. This is usually granted without relationship to financial need or scholarship average.

**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.

**Transcript**

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



# campus facilities

**Unit A, College Center**

Basement: Bakery  
First Floor: Food Services, Data Processing  
Second Floor: Lounge, Dining Rooms, Bookstore, Admission and Business Offices  
Third Floor: Student Activities, Counseling, Financial Aids, Health Service, Board Room, Executive Offices

**Unit B, Power Plant**

Public Safety, Vocational Education Shops

**Unit C, Art & Architecture**

First Floor: Classrooms  
Second Floor: Classrooms, Humanities Division Office

**Unit D, Science**

First Floor: Division Offices, Dental Hygiene, Nursing, Physics, Electronics, Classrooms  
Second Floor: Classrooms and Laboratories

**Unit E, Lecture & Demonstration Center****Unit F, Learning Resources Center**

First Floor: Media & Resource Services  
Engineering Division Office  
Second Floor: Library  
Third Floor: Offices and Classrooms

**Unit P, Music**

First Floor: Music and Classrooms, Continuing Education Office  
Second Floor: Music Rehearsal Rooms

**Unit T, Interim Instructional Space**

Ceramics, Air-Conditioning

**Unit U, Physical Education, Service Area**

Student Parking Lots 1-10



