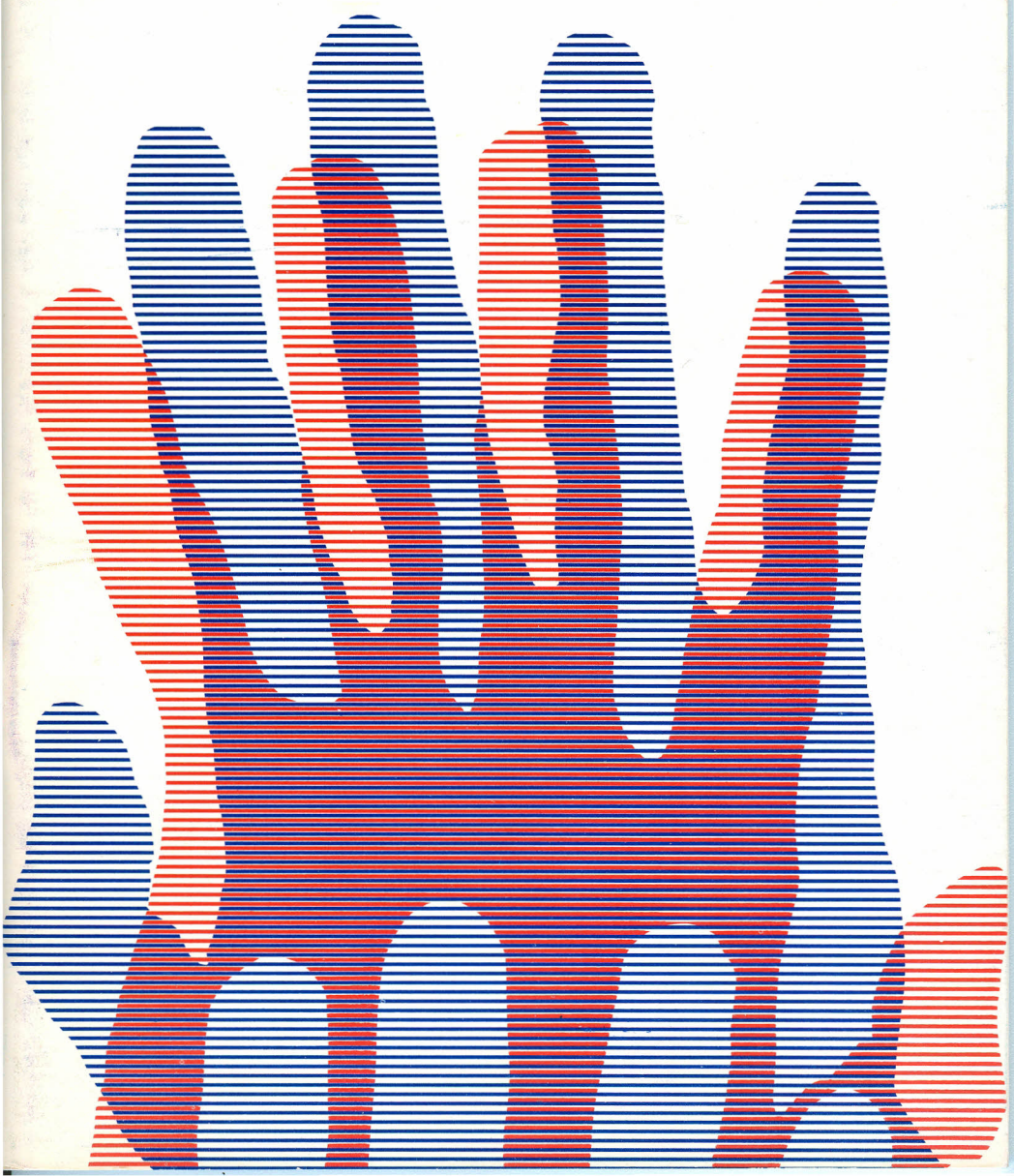


H A R P E R
C O L L E G E

S T U D E N T
H A N D B O O K

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H A R P E R C O L L E G E

S T U D E N T H A N D B O O K

1 9 7 6 / 1 9 7 7



William Rainey Harper College

Algonquin & Roselle Roads
Palatine, Illinois

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A C A D E M I C C A L E N D A R

First Semester

Open Registration As Scheduled	July 5-August 6
Faculty Report	August 17
Late Registration	August 19, 20, 21
Classes Begin	August 23
Last Day for Late Registration	August 27
Last Day for Adding Classes	August 27
Labor Day	September 6
Last Day for Refunds	September 17
Columbus Day	October 11
Midterm	October 15
Veterans' Day	November 11
Thanksgiving	November 25-28
Classes Resume	November 29
Last Day for Withdrawals	December 10
Final Exams	December 13-18
Semester Break Begins	December 20

Winterim Term

Registration	January 3
Last Day for Withdrawals	January 13
Classes in Session	January 4-14

Second Semester

Open Registration As Scheduled	Nov. 1-Dec. 10
Faculty Report	January 12
Late Registration	January 13, 14, 15
Classes Begin	January 17
Last Day for Late Registration	January 21
Last Day for Adding Classes	January 21
Last Day for Refunds	February 11
Lincoln's Birthday	February 12
Midterm	March 11
Good Friday	April 8
Spring Vacation	April 9-17
Classes Resume	April 18
Last Day for Withdrawals	May 13
Final Exams	May 16-21
Graduation	May 22

A C A D E M I C C A L E N D A R

Summer Session

Registration	June 2-3
Classes Begin	June 6
Last Day for Late Registration	June 8
Last Day for Refunds	June 17
Midterm	July 1
Independence Day	July 4
Last Day for Withdrawals	July 25
Final Exams	July 28-29



S E R V I C E
AND
I N F O R M A T I O N
D I R E C T O R Y

Academic Regulations

Dean of Instructional Services
D129, Ext. 280

Continuing Education, Non-Credit Courses

Office of Admissions & Registrar
A213, Ext. 410, 412

Credits or Graduation Requirements

Office of Admissions & Registrar
A210, Ext. 505 & College Counselor

College Newspaper *Harbinger*

A367, Ext. 460, 461

Dropping and Adding Courses

A college counselor in Counseling
Center, A347, or in Divisional Offices,
& Office of Admissions & Registrar
A213, Ext. 500

Full or Part Time Work

Placement & Career Development Center
F205, Ext. 247

Grade Reports

Office of Admissions & Registrar
A213, Ext. 500

Health Services

A362, Ext. 340

Intercollegiate Athletics

Director of Athletics
U106, Ext. 466, 467

Intramurals

Coordinator of Intramurals
D269, Ext. 383

I.D. Cards

Student Activities Office
A336, Ext. 242, 243

Lost and Found Items

Public Safety Office
B103, Ext. 211, 330

S E R V I C E AND I N F O R M A T I O N D I R E C T O R Y

Parking and Public Safety

Public Safety Office
B103, Ext. 211, 330
Medical Parking Permits
Health Services, A362, Ext. 340

Permission to carry more than 18 hours

Dean of Instructional Services
D129, Ext. 280

Personal Problems

A college counselor in Counseling
Center, A347, or in Divisional
Offices, & Health Services, A362

Program Board

Student Activities Office
A336, Ext. 274, 242

Scholarship, Loans or Other Financial Aids

Financial Aids Office
A364, Ext. 249

Student Activities Registration and Activities Calendar

Student Activities Office
A336, Ext. 243

Student Clubs and Organizations

Student Activities Office
A336, Ext. 242

Student Government

Student Senate Office
A332, Ext. 244 or
Student Activities Office
A336, Ext. 243

Student Grievances

Student Senate
A332, Ext. 244

Transfer to Another College

A college counselor or
Office of Admissions & Registrar
A212, Ext. 206, 303

Transcript of Your Credits

Office of Admissions & Registrar
A213, Ext. 500

S E R V I C E AND I N F O R M A T I O N D I R E C T O R Y

Tuition and Fee Payment

Business Office

A214, Ext. 439

Tuition Refund

Office of Admissions & Registrar

A209, Ext. 304

Medical Reasons

Health Services, A362, Ext. 340

Veterans Affairs Office

A364, Ext. 254

Vocation or Job Selection

A college counselor in Counseling Center, A347, or in Divisional Offices, or Placement & Career Development Center, F205, Ext. 247

Withdrawal from College

A college counselor in Counseling Center, A347, or in Divisional Offices, & Office of Admissions & Registrar
A213, Ext. 500

Medical Withdrawal

Health Services, A362, Ext. 340



S T U D E N T L I F E

The Student Senate of Harper College (SSHC) is in the process of revising its constitution and method of electing representatives from the student body. Elections for officers and senators will be held within the first three weeks of the Fall Semester. Petitions and election information are available in the Student Activities Office, A336.

Student Government

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 Senate Office located on the third floor of the College Center, adjacent to the Game Room.

The Illinois legislature passed House Bill 1628 on September 12, 1973, providing for non-voting student representation on all boards governing higher education including two-year community colleges and four-year institutions. The law, signed by Governor Walker, became effective October 1, 1973. The community college section of the law stipulates that each college's Board of Trustees shall have one non-voting member who is a student enrolled in the college under the jurisdiction of the Board. The term of office is for one year beginning on July 1 of each year.

Student Trustee

Through a campus-wide referendum held at Harper College shortly thereafter, the procedure for the selection of a student trustee was determined. The student trustee is elected by popular vote of the student body. The Student Senate as election committee is responsible for overseeing all election procedures. The election for the student trustee is held in the spring. In order to qualify a candidate (1) must be a registered Harper student (nine or more credit hours) during both the fall and spring semesters; and (2) must reside within the Harper College District 512.

The student trustee assumes all the rights and responsibilities of a duly elected board member with the exception of his non-voting status. The student trustee:

1. is allowed to make or second motions;
2. is admitted to all sessions of the Board;
3. receives all materials elected board members do.

As a non-voting member, the student trustee is not considered in determining a quorum for action of the Board.

For additional information, contact the Student Activities Office, A336.

Student activity fees are used to support social programs 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

Student Activity Fee

S T U D E N T L I F E

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.

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 manager. These areas are afternoon activities, concerts and lectures, films, and special events.

Selection of board members is conducted during the spring and in the fall. 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.

Cultural Arts Series

The cultural arts series provides the college with programs representative of the various arts — dance, art, drama, films, and music, plus a forum for the discussion of issues and ideas through a lecture series. Financed by the student activity fee, these are planned by a student-faculty cultural arts committee and scheduled regularly throughout the year.

Clubs and Organizations

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, choose a faculty sponsor, turn the petition in, and you're ready to go.

Association of Legal Students
Catholic Campus Ministry
Chess Club
Christian Science Organization
Circle K
Guitar Club
Junior American Dental Hygienists Association
Junior Branch of the Food Service Executives Association
Future Secretaries Association
Harper's Bizarre (Fashion Design)
Illinois Association of the Deaf
Intramural Sports Board
Lambda Alpha Epsilon (Law Enforcement)
Legal Students Association
Nurses Club
Operating Room Technicians Club
Phi Theta Kappa (Honorary Scholastic Society)
Physical Education Majors Club

S T U D E N T L I F E

Political Science Club
Pro-Life Action Club
Psychology Club
Seekers
Spread Eagle Ski Club
The Talons (Lettermen)
Veterans' Club

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.

WHCM

The Harbinger is the student newspaper on campus. It is completely staffed by students interested in participating in the production of a weekly newspaper. Their opportunity is not limited; it runs the gamut of everything which is involved in a newspaper office.

Student Newspaper — The Harbinger

The business office handles advertising sales, composition, billing, and distribution.

There is a contribution to be made by anyone adept in cartooning and artwork.

The photo lab is involved in covering assignments for pictures and developing the film in the darkroom.

Reporting and writing of all kinds are assigned from the newsroom. Previous experience in newspaper production in high school or elsewhere could qualify a student as an editor in the newsroom, photo lab, or as editor-in-chief. Editorial positions require relatively more time from the student.

There is also an opportunity for designing the pages of the paper at layout, and proofreading at the printer's shop. Clerical work must also be done, such as typing, photocopying, ordering supplies, and mailing.

There is something of interest for every student on the newspaper staff. 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.

Interested students should contact Editor-in-Chief, A367, College Center, extension 461.

A literary and art magazine, **Point of View**, is printed each year in the spring. Material for publication is accepted in both the fall and spring semesters. Students interested in helping or in submitting materials should contact Dr. Elizabeth Hull, Liberal Arts Division, F334b, or Mr. William Foust, Fine Arts and Design Division, C223.

Point of View

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The Harper College Pom Pon Squad

The Harper Pom Pon Squad has completed its eighth year of promoting school spirit. The girls perform dance and drill routines at football and basketball games. Other activities include money raising projects, parades, travel to other schools, and a squad banquet. There are 14 members. Half of the girls are chosen in the spring of 1976, and the remainder will be chosen in the fall of 1976. These girls will represent Harper for the 1976-77 seasons. Those interested should contact the Student Activities Office, A336, and watch for announcements in the **Harbinger** and on campus bulletin boards.

The Harper College Cheerleading Squad

The Harper Cheerleaders provide and promote school spirit while supporting all the athletic programs. Cheerleaders perform skills including cheers, mounts, splits, jumps, and gymnastic skills. Other activities include money raising projects, parades, travel to other schools, and a squad banquet. There are 8 members. Half of the squad is chosen in the spring of 1976, and the remainder will be chosen in the fall of 1976. They will represent Harper for the 1976-77 sport seasons. Men and women interested in trying out should contact the Student Activities Office, A336, and watch for announcements in the **Harbinger** and on campus bulletin boards.

Intercollegiate Athletics

Harper is a member of the North Central Community College Conference (N4C) and the National Junior College Athletic Association (NJCAA). Colleges in the conference are Triton (River Grove), Wright (Chicago), Joliet (Joliet), Rock Valley (Rockford), College of DuPage (Glen Ellyn), Thornton (South Holland), and Illinois Valley (LaSalle). For the women's teams Harper also holds membership in the Illinois Junior College Intercollegiate League for Women (IJCLW).

Sport	First Official Practice	Daily Practice Times
Football	August 2	4:00 p.m.
Golf	Sept. 1	1:30 p.m.
Cross Country	Sept. 1	3:00 p.m.
Basketball	Oct. 15	TBA
Wrestling	Oct. 15	4:00 p.m.
Ice Hockey	Oct. 15	4:00 p.m.
Women's Gymnastics	Oct. 15	1:00 p.m.
Baseball	March 1	3:00 p.m.
Tennis	March 1	3:00 p.m.
Track	March 1	3:00 p.m.
Women's Tennis	Sept. 1	3:00 p.m.
Women's Basketball	Oct. 15	TBA

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In order for a student to participate in a sport, he or she must be eligible according to the rules of the conference and respective athletic associations. One of the major eligibility requirements is that each student must furnish an acceptable physical examination record within one year of participation.

Students interested in participating in a particular sport should contact the coach of that sport as soon as possible to determine his or her eligibility status. More information is available from Mr. John Gelch, Director of Athletics, Room U-106, extension 466.

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.

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



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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.

Mr. Roy Kearns, Coordinator of Intramural Athletics and Recreation, welcomes your participation. Feel free to stop by his office in D269 or in Building U. Call extensions 383 or 267 for further information.

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

The College Center

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 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.

Harper views counseling as a vital function of a community college and therefore offers an extensive program of counseling services to students.

Counseling

Counselors serve as academic advisers and their offices are located conveniently in the various academic divisions throughout the campus. They assist students in program selection and educational planning. Counselors are available to help students in the career decision making process also. Testing can often benefit a student in this investigative process and counselors can arrange for the appropriate interest or aptitude tests. 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, and college catalogs for personal use by the students. Up-to-date transfer information

S T U D E N T L I F E

on area colleges and universities is available with each counselor, including specific information on program requirements of transfer programs with these institutions.

Students are encouraged to see a counselor in the academic division which includes their 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.

Group Counseling

There are several types of group experiences led by counselors for any student who expresses a desire to participate.

Two types of groups are offered through the curriculum for academic credit. The Human Potential Seminar (PSY 110) assists students to uncover their hidden potential primarily through experiences designed to bolster their self-confidence and increase their motivation. Career Planning and Development (PSY 111) focuses on self-appraisal, an analysis of the world of work, and the development of job seeking skills. Students may register for these courses as a part of their registration for other courses.

Non-credit groups such as Interpersonal Effectiveness Labs and Effective Decision Making seminars and others are offered from time to time. Students are informed about these group offerings through articles and advertisements appearing in the student newspaper. Interested participants can sign up for these in the counseling center.

Credit by Examination Programs

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

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, extension 273.

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

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Harper College welcomes you, the International Student, and encourages you to take advantage of the specialized services within the student affairs area. Counselors are available for academic, career, and personal counseling. Our student activities program offers a variety of activities to choose from. We highly encourage you to take advantage of these programs which can provide a much needed break from your academic routine as well as being an important part of your total education at Harper. Also, the Admissions and Records Office will assist you in completing the registration process.

International Students



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. Monday through Friday and Saturday mornings. Registered nurses staff the Health Service and the following services are available without charge for students, faculty, and staff:

Health Service

1. Confidential health counseling
2. First aid
3. Absentee memos to instructors

STUDENT LIFE

4. Medications — aspirin, throat lozenges, cough medication, Alka-Seltzer, cold capsules, etc.
5. Medical parking permits
6. Health education
7. Student hospitalization insurance
8. Allergy injections
9. Referrals for health problems
10. Rest area
11. Testing for:
 - a. Mononucleosis
 - b. Pregnancy
 - c. Tuberculosis
12. Throat cultures
13. Venereal disease — confidential and free diagnosis and treatment
14. Medical withdrawals

Medical care is available five days a week, two hours per day, by the part-time physicians. They can diagnose, treat, prescribe medications, laboratory tests and X-rays when necessary. The physicians' services are partly funded by the student activity fees.

All services are completely confidential! Symposia and programs are planned throughout the school year and literature is made available to increase the students' awareness and knowledge of health problems and information.

Call the Health Service, extension 340, if you have any questions. Use the services — they're free — confidential — and for you!

Financial Aid

An extensive program for meeting the financial needs of students is administered by the Office of Financial Aid. Available to students are scholarships, loans, grants, and college-work opportunities. Anyone interested in finding out more about financial aid should call 397-3000 ext. 248, 249, or visit room A364.

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 Monetary Scholarship and Grant awards, Illinois Guaranteed Loans, Law Enforcement Grants and Loans,

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Trustee Scholarships, Student Service Awards, 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 their local office of the state division of vocational rehabilitation.

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 their company representative for further details.

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

Short term loans up to a maximum of \$300.00 may be obtained to cover the costs of tuition and fees as well as books and supplies. It takes approximately one week to process the loan and there is a \$3.00 service charge.

Short Term Loans

Need help? Confused as to how to go about finding work? Are you wondering why others find jobs and you are left out? Do you have difficulty making decisions . . . job, course, career? Is there a doubt about employment prospects in your field of study?

Placement

The Placement and Career Development Office, F205, is your answer. Stop by and find answers to questions like those above. Learn about yourself and the job market. Become familiar with the resources available and how to use them for your benefit. Check the "Job Data Bank" for opportunities in Illinois, and portions of Indiana, Iowa, Michigan, and Wisconsin. Prepare yourself for the future!

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 120 points. They should contact the Veterans Affairs Office, Room A364, for further details.

Veterans' Programs

Every year Harper College participates in the Student Achievement Recognition Program sponsored by the Continental Illinois National Bank and Trust Company of Chicago. One man and one woman who best exemplify progress toward setting and achieving their educational goals are chosen from applicants in the college. The winners on

Student Achievement Recognition Program

S T U D E N T L I F E

the Harper campus go on to regional and state finals and can receive up to \$1,350 plus a certificate, plaque, and a trophy.

Employment

Recommendations

If you are working part-time or full-time, you should be careful not to register for more courses than you can handle. Time spent in class is only part of the time commitment required. Generally, each student should plan to spend an additional two hours of study for each hour spent in class. A student registering for classes totaling 15 credit hours should plan to spend 15 hours in class and an additional 30 hours for study — a weekly total of 45 hours.



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The following table can be used as a general guide for balancing course load with the time requirements of a job:

Weekly Job Time	Course Load
9 hours or less	14-16 sem. hrs.
10-19 hours	10-13
20-29 hours	7-9
30-39 hours	4-6
40 hours and above	1-3

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. The facility is open:

Food Services

Day	Hours Open
Monday-Thursday	7:30 a.m. - 8:00 p.m.
Friday	7:30 a.m. - 3:15 p.m.

The Snack Bar, on the second floor of the College Center, is open from 9 a.m. to 1 p.m., Monday through Friday. It offers hot and cold sandwiches, soup, shakes, and other snack items.

Vending machines are located throughout the College Center and other buildings on campus. Service is available whenever the buildings are open. A food vending machine is located in D Building. It is serviced by our food staff and contains sandwiches, desserts, and other snack items.

Buffet dining is available in A Building on the second floor, Dining Room. The room is open to students, faculty, staff, and guests of the College. Hours of service are 11:15 a.m. - 1:15 p.m., Monday through Friday.

Catering is available for all on 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 Service Management program may be directed to the Coordinator of the Food Service Program.

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

Bulletin Boards and Publicity

S T U D E N T L I F E

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 Activities Office at least five days before they are needed.

Political Campaigning on Campus

Political candidates who want to campaign and/or distribute literature on campus must register in advance and obtain approval from the Student Activities Office. Campaigning and distribution of literature is normally restricted to the College Center. Campaign literature must not be sold nor funds solicited while on campus.

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.

S T U D E N T L I F E

Exceptions may be requested through the Student Activities Office.

Identification cards are issued to all students who pay a student activity fee. Full-time students are issued an I.D. card with their picture, and part-time students are issued an activity card. Both types of cards serve the same function. These 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 Learning Resources Center, and for other occasions requiring identification.

Identification/ Activity Cards



Students who lose their I.D. cards must report this immediately to the Student Activities Office. There is a \$2 replacement charge. The I.D. card will be validated each succeeding semester at registration following payment of fees.

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.

Student Dress

S T U D E N T L I F E

Smoking Policy in Classrooms

Out of respect for the health of our fellow students, we ask that students and faculty refrain from the use of smoking materials in all college classrooms.

Babysitting

Babysitting and child care services are available to Harper students while attending classes or activities on campus. For information, contact the Student Activities Office, Dean of Students Office, or call 397-3000, extension 262.

Student Conduct Code

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

S T U D E N T L I F E

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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.

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

1. Failure to meet financial 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.

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 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 ten days, shall be handled by the Vice President of Student Affairs Office. Conduct violations of a serious nature resulting in charges which entail possible suspension beyond ten days, or dismissal of a student shall be referred to the college President.

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.

Initiation of Disciplinary Proceedings

S T U D E N T L I F E

For conduct violations which result in short suspensions (of less than ten days), the following procedures shall be followed by the Vice President of Student Affairs Office:

1. Written or oral notice shall be given to the student of the charges against him.
2. If the charges are denied, the student shall be given an explanation of the evidence against him and the opportunity to testify on his own behalf.

Student Conduct Committee

When a student's misconduct may result in serious penalties such as probation, suspension beyond ten days, 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.

The student conduct committee shall consist of four faculty members and three student members. Faculty members shall be appointed by the Faculty Senate from a list of twelve faculty members submitted by the Student Senate. Student members shall be appointed by the Student Senate. The chairman shall be chosen from within the committee. All members shall 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.

S T U D E N T L I F E

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.
 - 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.

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, 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.

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 become part of the student's transcript.

Types of Disciplinary Action

S T U D E N T
L I F E



S T U D E N T L I F E

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.

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, 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 College Relations shall determine whether or not the speaker will appear. The committee's decisions are appealable by either the 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.

A student complaint and grievance procedure is available to Harper students. The purpose of this procedure is to insure students an opportunity to express their concern or opinion regarding their relationship with the college or a college official (administrator, faculty, or staff).

Speaker's Policy

Procedure for Student Complaint and Grievance

S T U D E N T

L I F E

Broadly defined, the terms "grievance" and "complaint" are used synonymously and are interpreted as:

A claim by a student, group of students, or the Student Senate that alleged improper, unfair, arbitrary, or discriminatory judgments or procedures have been applied to them by the college or a college representative.

This claim may apply to any college policy, procedure, or interaction affecting the student. The claim may relate to an interpretation or application of a policy or procedure, but is not limited to policy and procedures.

The procedure for filing a grievance is available in the Dean of Students Office, the Student Activities Office, and Student Senate Office. Students are strongly encouraged to present their case informally to the party involved before filing a formal grievance. Students considering a grievance should secure a copy of the procedures as soon as possible because of time limits applied to the complaint and grievance procedure. All forms are available in the Dean of Students Office, Building A, Room 347.

Student Educational Rights and Privacy

Student Educational Rights and Privacy at Harper College are governed by the Family Educational Rights and Privacy Act of 1974. This insures that students have access to official records directly related to them, and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. It insures that Harper personnel must obtain written consent of the student before releasing personally identifiable data about students from the student's records, except to officials of Harper who have a legitimate educational interest.

Records which are kept by the college and which are accessible to the student are:

Office	Data in File	Purpose of Data
Admissions	Application	Placement
	College	Advisement
	Transcripts	Permanent Record
	High School	Transcript
	Record	Evaluation
	Admission Test	Graduation Check
	Scores	Academic Honors
	Grades	
Counseling	Correspondence	
	Fact Sheets	Advisement
	Transcripts	Counseling
	Test Scores — Academic Vocational	

S T U D E N T L I F E

Office	Data in File	Purpose of Data
Financial Aid	Aid Application Parent Confidential Statements	Award Aid
Health Services*	Medical Records Physical Examination	Health Counseling Medical Care Health Education
Placement	Placement Papers	Job Placement
Student Activities	Activities Awards	Placement Record
Dean of Student Services	Student Grievance	Official Record
Vice President of Student Affairs	Disciplinary Record	Official Record

Students who wish to inspect their records must make an appointment with the appropriate administrator responsible for said record.

Educational records which are not governed by the law and which are not accessible are:

- a Records kept by Harper personnel such as faculty, counselors, administrators, etc., which are used only by the maker of the record or his substitute and are not available to any other person, i.e., faculty or counselor personal notes.
- b Law enforcement records under certain circumstances, which are kept apart from the student's other educational records, are maintained solely for law enforcement purposes. Such records are not made available to persons other than law enforcement officials of the same jurisdiction.*
- c Employment records for college employees, which are kept solely for business reasons.
- d Student records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in his or her professional or para-professional capacity or assisting in that capacity, and which are made, maintained, or used only in connection with

* Student data in the Campus Safety and Health Service offices are excluded by law from student inspection. Students who wish to determine if a record exists, or would like to know the general content of their record in either of these offices, may make an appointment with the director of the office to secure this information.

S T U D E N T L I F E

the provision of treatment to the student and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

- e Directory information. This information may be released by the college in a directory without the consent of the student unless he or she has specifically asked that his prior consent be obtained. "Directory information" includes the following:

The student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational institution attended by the student.

Prior to release of directory information, the college must give public notice of the categories of information to be released.

Students who wish to challenge a record can obtain procedures from the Dean of Student Services Office.

Copies of the actual act and federal guidelines for its use are available in the Dean of Student Services Office.

A C A D E M I C R E G U L A T I O N S



A C A D E M I C R E G U L A T I O N S

Academic Honors

Trustees' Honor List

Each semester, students achieving a grade point average of 3.75 to 4.00 are recognized as Trustees' Honor List students.

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

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

Honors Program

Harper College seeks to stimulate, encourage, and recognize work of depth, scope, and originality by its students. These demonstrated student abilities have led nearly every department to supplement regular programs with honors options. Whether in transfer or career areas, students may elect honors options of four types:

1. Independent study
2. Courses specifically designed for honors candidates
3. Honors sections of existing courses
4. Honors enrichment topics or projects to augment regular courses.

Grading

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

Grade Points

Grade points are numerical values which indicate the scholarship level of the letter grades. Grade points are assigned according to the following scale.

Grade	Significance	Grade Point
A	Superior	4.0
B	Good	3.0
C	Average	2.0
D	Poor	1.0
F	Failure	.0
H	Audit	.0
N	Non-Attendance	.0
P	Pass	.0
W	Withdrawal	.0
X	Incomplete	.0

ACADEMIC REGULATIONS

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.

Repeat Policy

Behavioral contracting is the development of an agreement between a counselor or teacher and a student on probation, the objective being to raise the student's academic performance to the level of satisfactory status. The rationale for behavioral contracting is to provide additional incentives for academic performance.

Behavioral Contracting

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 recommendation of his counselor, as an added incentive to increase academic performance.

Probation

A student may receive a grade of "X" for unfinished work in a course provided the work is incomplete because of circumstances deemed by the instructor to be unavoidable.

Incomplete Grades

The unfinished work must be satisfactorily completed by the midterm of the following semester, or the instructor may assign a final grade of "F" or "N".

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.

Auditing a Course

Students enrolled in an academic program must maintain minimum academic performance. In the following table are listed satisfactory and unsatisfactory standards for Harper students:

Standards for Academic Performance

Attempted Cumulative Hours

Satisfactory

Unsatisfactory

7-18	1.00 or more	.99 and below
19-36	1.50 or more	1.49 and below
37-45	1.75 or more	1.74 and below
46 or more	2.00 or more	1.99 and below

A C A D E M I C
R E G U L A T I O N S



A C A D E M I C R E G U L A T I O N S

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.

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.

Students whose cumulative GPA remains unsatisfactory for more than one semester may be considered for dismissal.

Official transcripts of a student's academic record will be issued and sent, upon request, to other educational institutions and prospective employers. Each student is entitled to ten transcripts without charge. A fee of \$1.00 is charged for each additional copy.

Transcripts

Baccalaureate oriented credits earned at Harper College are transferable to other institutions of higher learning. Students intending to transfer to other institutions should consult with that institution as well as their counselor to assure efficient transfer.

Transfer to a Senior Institution

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:

Transfer of Credit to Harper College

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.
4. Credit may be transferred, but the grades earned at other institutions are not transferred nor are the grades included in computing the cumulative GPA at Harper College.

General Education Requirements	Associate in Arts	Associate in Science	Associate in Applied Science	Associate in Liberal Studies ¹
I. Communication Skills English 101, 102	6 hours	6 hours	6 hours ²	
II. Social Sciences anthropology, economics, geography, history, political science, psychology, sociology	6 hours	6 hours	6 hours	
III. Science or Mathematics biology, chemistry, engineering ³ , geology, mathematics, physical science, physics	8 hours	20 hours	6 hours ⁴	
IV. Humanities art, foreign language, humanities, literature, music, philosophy, fine arts, SPE 107, SPE 111, SPE 212	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 Studies Seminars from at least three divisions				60 hours
Total	38 hours	38 hours	21 hours	60 hours

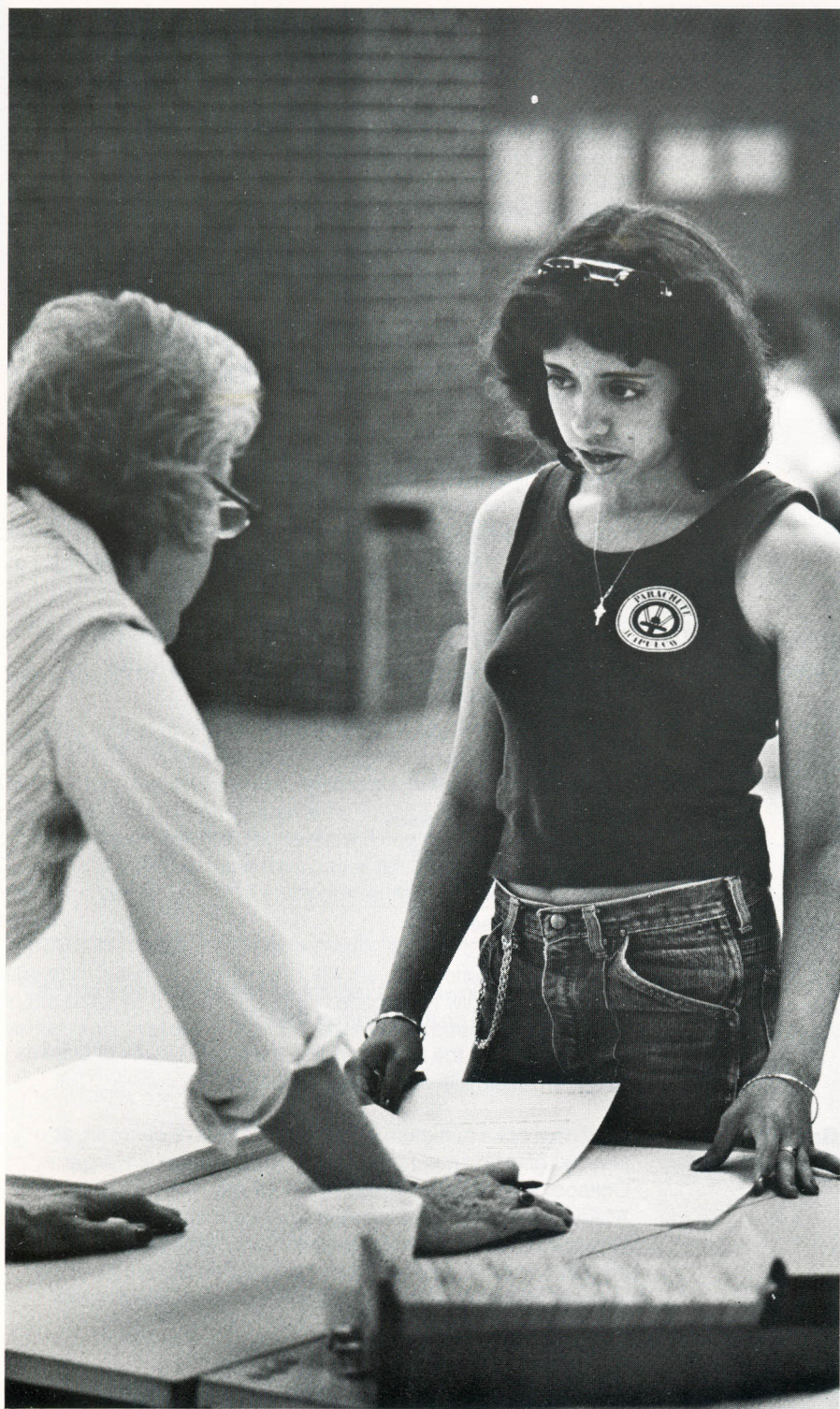
¹Contractual agreement required for A.L.S. degree.

²The following courses may be used to satisfy this requirement if a part of the approved career program: English 099, English 103, English 130, Journalism 130, Journalism 131, Journalism 133.

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

⁴Students majoring in a career program may count courses in their major toward fulfillment of this requirement.

A C A D E M I C R E G U L A T I O N S



A C A D E M I C R E G U L A T I O N S

5. Religion courses which are of a sectarian nature or courses which are not applicable to programs at Harper College may not receive transfer credit.

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.

Tuition Refund Policy

Tuition refund requests should be made in 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

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.

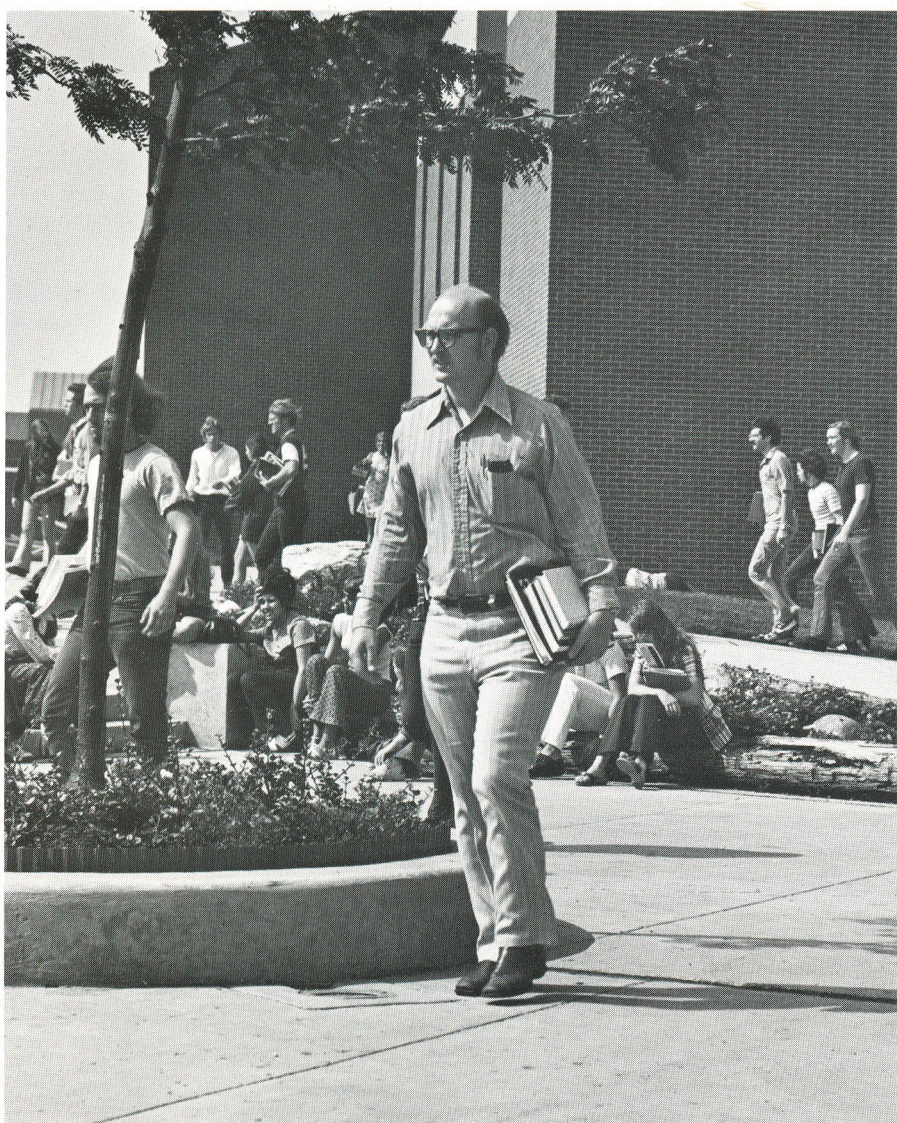
A C A D E M I C R E G U L A T I O N S

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

**Learning
Resources
Center**

The Learning Resources Center is located in F Building and presently includes the audiovisual resources on the first floor and the print collection on the second floor. It has been designed and furnished with carrels, chairs, and tables to permit a variety of individual study and learning spaces. Rest rooms and drinking fountains are adjacent to the entrance and stairway on both floors. An elevator is accessible for the handicapped.

The book, periodical, and microfilm collections are located on the second floor in the large reading and browsing area (F240). To insure you that only print materials regularly circulated will be checked out, and that the rest of the print



collection will be available for your use, an electronic book security system has been installed. Approximately 80,000 books, 700 magazine subscriptions and newspapers, records, tapes, films, filmstrips, and slides are currently in the collection. Microfilm holdings include 26 magazine titles, the complete **New York Times**, and **Congressional Record**, and most of the **Chicago Tribune** and **Wall Street Journal**.

The Independent Study area (F132) on the first floor, has numerous carrels and tables with many audiovisual capabilities, and a viewing room, F122. Production facilities such as the Television Studio and Graphics are located in the back area of the first floor.

During the Spring and Fall semesters the hours are:

Monday through Thursday	7:30 a.m. - 10:00 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Saturday	8:00 a.m. - 12:30 p.m.

In support of other educational programs than the above, appropriate notice of service hours will be posted. To assist in fulfillment of philosophy and objectives, the Board Policy and the Learning Resources Center (LRC) support the educational program of the College by encouraging the use of its facilities and services for educational, intellectual, and cultural pursuits by all citizens of the community.

The staff is ready and willing to assist you in using the LRC collection, facilities, and service, whether you are participating in the educational programs on the Palatine campus or at one of the College's several extension center locations. You are welcome to suggest book or audiovisual additions to the LRC collection by dropping off your written requests at either circulation desk. A complete LRC brochure is available at the Information Office in the College Center and at the LRC Circulation Desks.

The Harper College Bookstore, located in the College Center, offers textbooks, paperbacks, art and engineering supplies, and other items needed for classroom use.

Services available include typewriter rentals, shorthand machine rentals, postage stamps, and a special order service.

Business hours and policies are posted at the entrance to the Bookstore.

Bookstore

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

Public Safety Office

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 community 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, extensions 211, 330.

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, extension 534.

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.

\$123/semester

TR

9:00-11:30 a.m. or 1:00-3:30 p.m.

\$84/semester

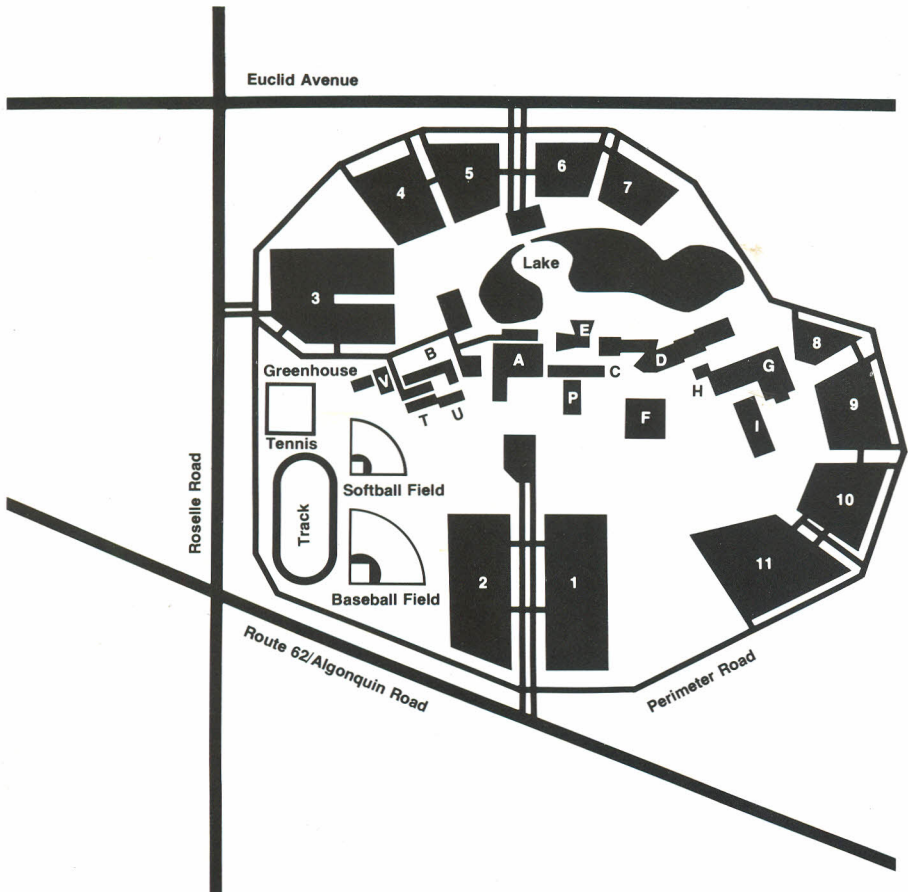
Children of Harper students will be given admission priority. The children must be three years old by September 1. Regular attendance is expected. Other arrangements for child care should be made when the child has contagious colds or illnesses. Charges will continue although the child is absent so long as the child is registered.

C A M P U S

F A C I L I T I E S



C A M P U S F A C I L I T I E S



C A M P U S F A C I L I T I E S

Unit A, College Center

Basement: Bakery, Dietetic Tech.

First Floor: Food Services, Data Processing,

Interior Design, Campus Services

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: Dean's Offices, 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 G, Vocational Technology Laboratories and Workshops

Unit H, Vocational Technology Laboratories and Workshops

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

Unit V, Park Management & Roads & Grounds Building & Greenhouses

Student Parking Lots 1-7, 9 and 10





William Rainey Harper College

Algonquin and Roselle Roads
Palatine, Illinois 60067

