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William Rainey Harper College

Harper College

Student Handbook

1983/84

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Academic Calendar for 1983-84

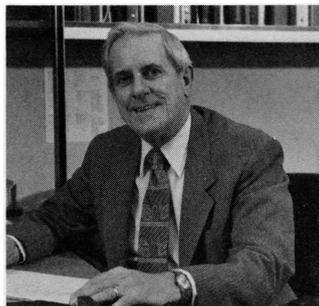
First Semester	Early Registration As Scheduled	April through August 15
	Faculty Report	August 16
	Open Registration	August 17, 18, 20
	Classes Begin	August 22
	Last Day for Late Registration	August 26
	Last Day for Adding Classes	August 26
	Last Day for Refunds*	September 3
	Labor Day (Classes Not in Session)	September 5
	Midterm	October 15
	Veterans' Day (Classes Not in Session)	November 11
	Last Day for Withdrawals	November 12
	Thanksgiving Vacation (Classes Not in Session)	November 24 – 27
	Classes Resume	November 28
	Final Exams (Emergency closing of campus could delay exam period)	December 12 – 17
	Semester Break Begins	December 18
Second Semester	Early Registration as Scheduled	November – January 10
	Faculty Report	January 11
	Open Registration	January 11, 12, 14
	Classes Begin	January 16
	Last Day for Late Registration	January 20
	Last Day for Adding Classes	January 20
	Last Day for Refunds*	January 28
	Lincoln's Birthday (Classes Not in Session)	February 10
	Midterm	March 9
	Last Day for Withdrawals	April 7
	Spring Vacation	April 15 – 23
	Classes Resume	April 24

*See Refund policy, page 46

	Final Exams	May 14 – 19
	Graduation	May 20
Summer Session	Open Registration	May 31, June 1
	Classes Begin	June 4
	Last Day for Late Registration	June 5
	Last Day for Adding Classes	June 5
	Last Day for Refunds	June 9
	Midterm	July 2
	Independence Day (Classes Not in Session)	July 4
	Classes Resume	July 5
	Last Day for Withdrawals	July 13
	Final Exams	July 25 – 28



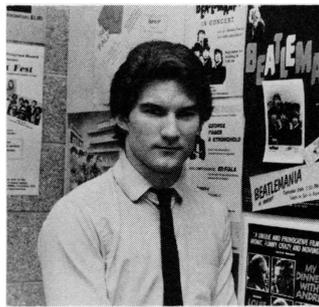
James J. McGrath
President



Donn B. Stansbury
Vice President, Student Affairs



Jeanne Pankanin
Director, Student Activities



Mike Nejman
Student Activities Coordinator

Service and Information Directory

College Hours

Business Hours: Offices will be open for business Monday through Friday from 8:15 am to 4:30 pm. The Admissions and Business Offices will be open from 8:15 am until 9:00 pm Monday through Thursday, from 8:15 am until 4:30 pm on Friday, and from 9:00 am until 12:00 noon on Saturday.

Class hours are scheduled Monday through Friday from 7:00 am until 11:00 pm and on Saturday from 7:00 am until 1:30 pm. The campus is closed on Saturday afternoon and Sunday.

Summer hours may differ from those listed above.

Service and Information Directory

Academic Regulations

Dean of Instruction, D129, Ext. 290 or
Registrar's Office, A213, Ext. 304

Affirmative Action

Personnel Specialist, A319, Ext. 216, 217

Box Office

J137, Ext. 547, 549

Career Center

F132, Ext. 271

Child Care Service, Child Learning Center

I131, Ext. 262 (office – I129)

College Newspaper *Harbinger*

A367, Ext. 460, 461

Continuing Education Non-Credit Offerings

CE Admissions C101, Ext. 410, 412, 301

Transfer Credits or Graduation Requirements

Registrar's Office

A213, Ext. 505 & Student Development Faculty

Disabled Student Services

D119, Ext. 266

Dropping and Adding Courses

Student Development Faculty in Student Development

Centers, A347, I117, and D142,

Registrar's Office

A213, Ext. 500

Full or Part-Time Work

Illinois Job Service Representatives

F132, 397-4492 or 397-4509

Grade Reports

Registrar's Office

A213, Ext. 502

Health Services

A362, Ext. 340

Hearing Impaired Support Services

D119, Voice—Ext. 267 TTY—397-7600

Intercollegiate Athletics

Coordinator, Men's Athletics

M215, Ext. 466, 467

Coordinator, Women's Athletics

M214, Ext. 466, 467

Intramurals

Coordinator of Intramurals

M222, Ext. 466, 467

Lost and Found Items

Public Safety Office

B101, Ext. 330, 491

Parking and Public Safety

Public Safety Office

B101, Ext. 330, 491

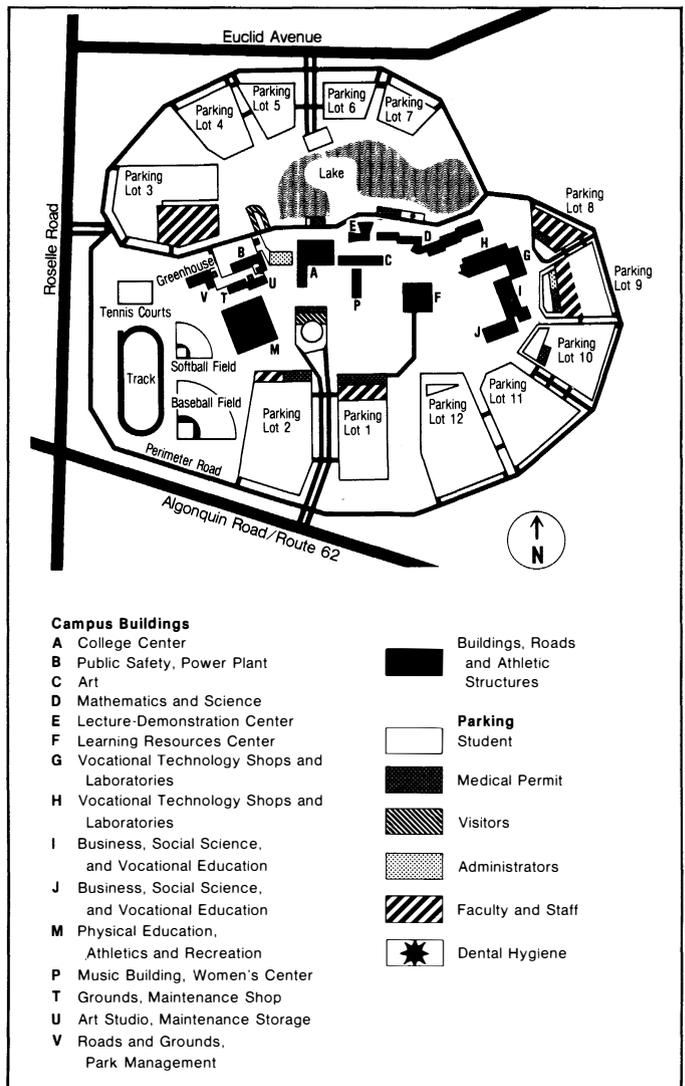
Emergency Only

Ext. 211

Medical Parking Permits

Health Services, A362, Ext. 340

Campus Map



Permission to Carry More Than 18 Hours

Dean of Instruction, D129, Ext. 290 or Registrar's Office
A213, Ext. 304

Personal Problems

Student Development Faculty in Student Development
Centers, A347, I117, and
D142, & Health Services, A362

Program Board

Student Activities Office
A336, Ext. 274, 242

Rehabilitation Act of 1973 (Section 504)

Director of Environmental Health
A362, Ext. 340

Scholarships, Loans or Other Financial Aids

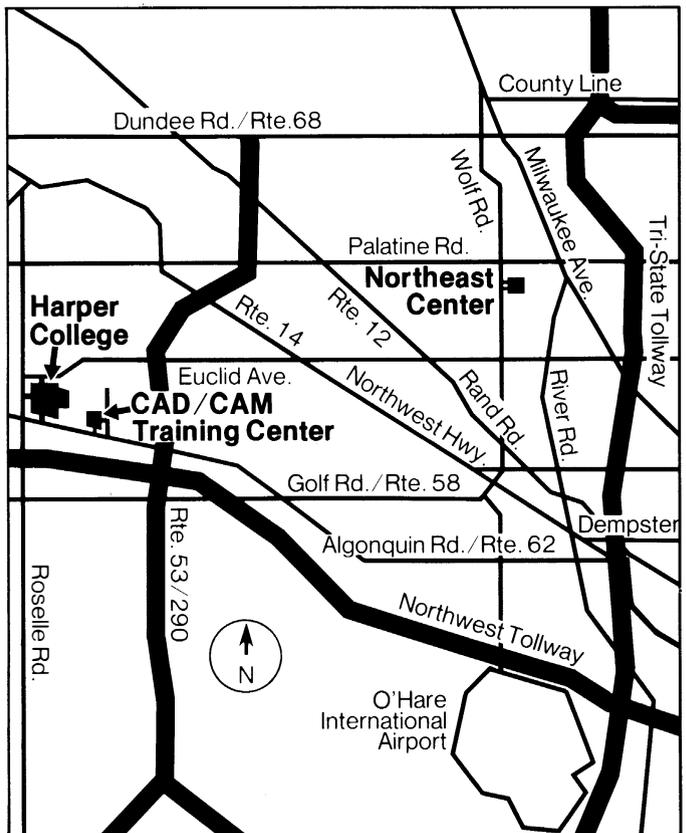
Financial Aid Office
A364, Ext. 248, 249

Student Activities Phone Hotline

Ext. 552

Student Activities Registration and Activities Calendar

Student Activities Office
A336, Ext. 243

Area Map

Student Activity Cards

Business Office
A214, Ext. 439, 497

Student Clubs and Organizations

Student Activities Office
A336, Ext. 242

Student Complaints/Grievances

Vice President of Student Affairs
A317, Ext. 360

Student Government

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

Testing Information

Office of Testing Services
A347, Ext. 541

Transcript of Your Credits

Registrar's Office
A213, Ext. 500

Transfer to Another College

Student Development Faculty
Registrar's Office
A213, Ext. 500

Tuition and Fee Payment

Business Office
A214, Ext. 439, 497

Tuition Refund

Registrar's Office
A213, Ext. 501
Medical Reasons
Health Services, A362, Ext. 340

Veterans Affairs

A364, Ext. 254, 387

Vocation or Job Selection

Student Development Faculty in Student Development
Centers, A347, I117, and D142, or
Illinois Job Service Representatives
F132, 397-4492 or 397-4509

Withdrawal from College

Student Development Faculty in Student Development
Centers, A347, I117, and D142, and
Registrar's Office
A213, Ext. 500
Medical Withdrawal
Health Services, A362, Ext. 340

There is more to college than attending classes. Harper offers an extensive student activities program in which you can become involved in two ways: (1) in the planning and operation of the program, and/or (2) by attending the various activities offered during the year. Students of all ages, backgrounds, and interests are encouraged to participate in the planning and directing of activities. This provides practical learning experiences which can be applied later in life. Look over the list of programs, activities and services and take advantage of what Harper has to offer.

Student Government

The Student Senate of Harper College (SSHC) is an elective body composed of members who represent the following academic divisions and special interest groups:

Academic Divisions (One representative from each division)

Business and Social Science	Technology, Mathematics and Physical Science
Liberal Arts	Physical Education, Athletics and Recreation
Life Science and Human Services	

Special Interest Groups

Student Trustee	one member
Student Development	one member
Club Representatives	three members

The offices of president, vice president, and treasurer are elected from within the above membership.

The election of the representatives from the academic divisions is held within the first six weeks of the fall semester. Election information is available in the Student Activities Office, A336, third floor of the College Center.

Students are strongly encouraged to become actively involved in the college through the Student Senate. The SSHC represents Harper students to the faculty, administration, and Board of Trustees in the formulation of policies that affect students.

It also budgets and recommends allocation of student activity fee funds, appoints students to college committees, reviews and recommends changes in college policy, and promotes general student welfare.

Student Trustee

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 April 15 of each year.

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/her 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;
4. is permitted to discuss all topics of the Board.

As a non-voting member, the student trustee is not considered in determining a quorum for action of the Board. However, the student trustee may serve on the student senate, on institutional committees or on board committees.

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

Campus Appearance

The College is participating in the Clean Community System, a program of Keep America Beautiful, Inc., which has reduced loose trash as much as 75 percent in 196 cities and counties in 35 states where it is underway. At Harper, the concerted effort to dispose of trash and pick up any litter has made the campus a better place for students, employees and visitors. Harper College is the first college or university in the country to be certified by Keep America Beautiful, Inc.



Student Activity Fees

Student activity fees are used to support the following programs and services:

1. Cultural arts series of lectures, films, concerts, theater, and art exhibits as listed in the College/Community Programs Brochure. Students are admitted either free or for a nominal admission price to these activities.
2. Social programs of popular films, concerts, coffeehouses, afternoon activities, special events, etc., as listed on the activity calendar. Students are admitted free or for a nominal admission price.
3. Intercollegiate and intramural sports — free admission to all athletic events on campus and open recreation hours for students are provided in Building M.
4. Student publications — weekly student newspaper, *Harbinger*, and annual visual arts/literary magazine, *Point of View*, available free to students.
5. Other publications — the College/Community Programs Brochure, the activity calendar, and the Student Handbook, available free to students.
6. Health Services — partially funds the services of a physician available to students.
7. A variety of clubs and organizations offered for student involvement including curricular and special interest groups as well as student government, the radio station, speech team, and pom pon and cheerleading.
8. Discount tickets to Chicago area theater, sporting, amusement, and other attractions are offered on a seasonal basis to Harper students when they are made available to the Student Activities Office.
9. Short-Term Loans of up to \$50.00 for ten days are available to students for emergency expenses.
10. Legal Services — free legal advice by practicing attorneys is available to students.
11. Other activities/program services approved by the Student Senate which benefit the student body.

The College Center

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 a food service area, lounges, meeting rooms, game room, and offices for student government, clubs and organizations, student publications, student development, health service, and financial aid.

In order to insure optimum use of 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 am and 1:30 pm. 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 sleep in the lounges, in particular the fireplace area. A rest area with sleeping cots is available

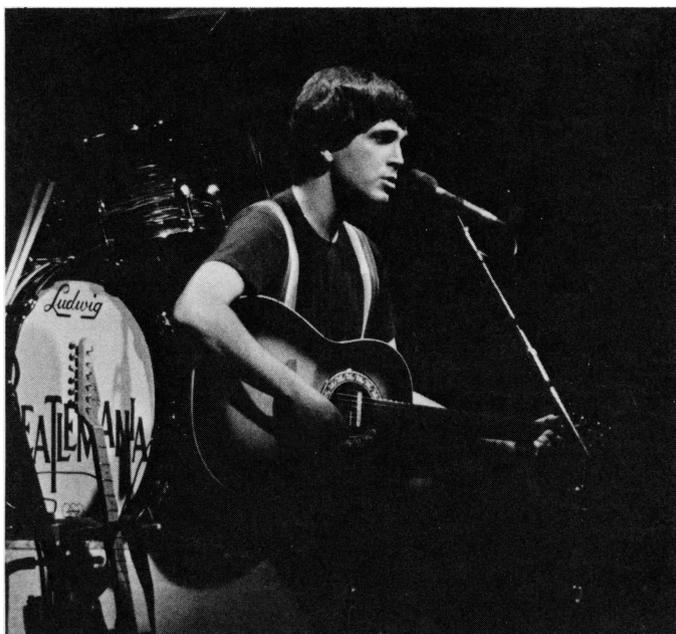
in the Health Center, A362.

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.

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

The Program Board has brought to Harper College such acts as Beatlemania, Steve Martin, Heart, and Journey. Selection of the Program Board members is conducted during the spring and fall. The Board was designed to encourage students to explore new and creative ideas for programming. This is an excellent opportunity to become familiar with the entertainment field and develop skills in marketing and promotion. To join, contact the Student Activities Office, A336.



**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 are 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
 Astronomy Club
 Brothers and Sisters in Christ
 Catholic Campus Ministry
 Cheerleaders
 Chess Club
 Data Processing Club
 Engineering Club
 Freshman Nurses Club
 Future Secretaries Association
 Geology Club
 Harper Dance Club
 Harper's Bizarre (Fashion Design)
 Illinois Association of the Deaf
 International Students Club
 Junior American Dental Hygienists Association
 Junior Branch of the Food Service Executives Association
 Martial Arts Club
 Operating Room Technicians Club
 Phi Theta Kappa (Honorary Scholastic Society)
 Physical Education Majors Club
 Pi Theta Epsilon (Law Enforcement)
 Political Science Club
 Pom Pon Squad
 Program Board
 Seekers
 Sophomore Nurses Club
 Spread Eagle Ski Club
 Student Investment Club
 Student Nurses Association of Illinois
 Word Processing Students Association

Speech Team

The Speech Team welcomes any student who desires to participate in a variety of public speaking and interpretation events (persuasive, informative, extemporaneous, impromptu, after-dinner, communication analysis, prose, poetry, duet-acting, and readers' theatre). The team travels to ten contests throughout the year, which include competitions against other area community colleges and tournaments outside the midwest in locations such as Sacramento, California; Omaha, Nebraska; Ithaca, New York; and San Antonio, Texas.

WHCM Radio

WHCM, student radio station, is managed, staffed and operated entirely by students. The station is a closed circuit system operating within the College Center and other buildings on campus. The station, however, is run in accordance with F.C.C. rules and regulations. Positions available to interested students include announcers, engineers, news personnel, music staff, and management personnel. No experience is necessary. Training will be provided for all positions. Interested students should contact WHCM in the College Center, A331, or extension 488.

Student Newspaper — “The Harbinger”

The Harbinger is the newspaper for the campus community. 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 involved in a newspaper office.

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 a significant amount of 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, 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 or the Student Activities Office, A336.

“Point of View”

A literary and art magazine, *Point of View*, is generally 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. Frank Smith, Liberal Arts Division, F348b.

Intramurals and Campus Recreation

The Harper College Intramural and Campus Recreation Department serves the competitive and recreational needs of the campus community. The Intramural Program is divided into structured and unstructured activities. Structured activities include men's and women's sports leagues, dance workshops, distance runs, contests, tournaments, and clinics. The department also offers open recreation time for faculty, staff, and students to use the running track, gymnasium, swimming pool, weight room, dance studio and racquetball courts.

The Intramural Calendar of Events and schedules for open recreation hours and intramural activities are available outside of M222 or at the Information Booth on the second floor of Building A. Sign-up sheets for leagues and tournaments are located outside M222.

Announcements of upcoming events will also be listed in the campus newspaper, on campus bulletin boards, and will be broadcast over the campus radio station.

Students are invited to express their suggestions for additional activities to the Coordinator of Intramurals in Building M, Room 222.

Student aides, supervisors, and league and tournament sports officials are also needed for the Intramural Program to

be successful. For further information or to apply for supervisory or officiating work, call the Intramural Department at 397-3000, extension 265 or 467.



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), Joliet (Joliet), Rock Valley (Rockford), College of DuPage (Glen Ellyn), Thornton (South Holland), Illinois Valley (LaSalle) and Moraine Valley (Palos Hills).

<i>Sport</i>	<i>First Official Practice</i>	<i>Daily Practice Times</i>
Football	August 15	3:00 pm
Soccer	August 15	3:00 pm
Golf	August 15	2:00 pm
Cross Country	August 15	3:00 pm
Women's Tennis	August 15	3:00 pm
Women's Volleyball	August 15	2:30 pm
Basketball	October 15	2:30 pm
Wrestling	October 15	3:30 pm
Women's Basketball	November 1	2:30 pm
Men's and Women's Swimming	October 15	2:00 pm
Baseball	February 15	3:00 pm
Tennis	February 15	3:00 pm
Track	February 15	3:00 pm
Women's Softball	February 15	3:00 pm
Women's Track and Field	February 15	3:00 pm

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 record of a physical examination taken 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 eligibility status.

Additional information is available from Roger Bechtold, coordinator of men's athletics, and Martha Bolt, coordinator of women's athletics.

Athletic offices are located in the Physical Education, Athletics and Recreation Building (Building M), telephone 397-3000, extension 466.

Pom Pon Squad

The Harper Pom Pon Squad has been promoting school spirit since 1967. The women perform dance and drill routines at football and basketball halftimes. Other activities include money raising projects, parades, travel to other schools, a performance at a professional league or Big 10 college game and a sports banquet. There are twenty members. Tryouts are held in the spring and early fall. Those interested in trying out should contact the Student Activities Office, A336, and watch for announcements in *The Harbinger* and on campus bulletin boards.

Cheerleading Squad

The Harper Cheerleaders provide and promote school spirit while supporting all the athletic programs. The men and women perform skills including cheers, mounts, splits, jumps, and gymnastics. Other activities include money raising projects, parades, travel to other schools, and a sports banquet. There are eight members. Tryouts are held in the spring and early fall. The squad will represent Harper for the year's 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.

Theatre

The Harper College Theatre is designed to provide the student with experience in all aspects of theatre production. There are two major productions each year and auditions are open to any interested Harper student. Productions include musicals, serious dramas and comedies. Questions about theatre on campus should be directed to Mary Jo Willis, A139, extension 448.

Box Office

The Harper College Box Office, J137, sells tickets for all Harper events except for athletic events. Also sold are Essaness Theatre tickets, General Cinema Theatre tickets, Plitt Theatre tickets, and Entertainment Books. For certain events, phone and mail reservations will be permitted. For information on tickets call 397-3000, extension 552. Ticket reservations may be made by calling 397-3000, extension 547. The Box Office hours are Monday through Thursday, 10:00 am to 7:00

pm; Friday, 10:00 am to 4:30 pm; and one hour prior to every event at the location of the event. Harper employees and students may receive discounts with valid activity cards.

Women's Center

The Women's Center is located in Building P, Room 127. Coffee, companionship, campus information, resources and referral information are available. Today's woman will find a place to discuss issues, needs, values and plans. Staffed by peer counselors, the Center is open five days a week. Men, as well as women, are welcome to use the facility.

Student Development

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

Student Development faculty offices are located conveniently in three locations on campus. Students in the areas of Business and Social Science are served by the Student Development Center in I117. Those in Technology, Math and Physical Science or Life Sciences and Human Services are served by the Center in D142. Students interested in Liberal Arts, Physical Education, Athletics and Recreation, and Special Services may see the counselors in A347. Student Development faculty assist students in program selection and educational planning. They are also available to help students in the career decision making process. Testing can often benefit a student in this investigative process and Student Development faculty can arrange for the appropriate interest or aptitude tests. Students are encouraged to see a Student Development faculty member when personal or social problems arise.

A Career Resources Center is located in Building F, where students can receive career decision making counseling. Career information from various sources including DISCOVER, a computerized guidance system, is available as well.

Students are encouraged to see a Student Development faculty member in their major area of study. Each Student Development faculty member schedules and posts 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.

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.

Peer Counselors

Peer counselors are students whose primary aim is to be of friendly assistance to other students. Peer counselors can be especially helpful in answering questions for new students during orientation and registration periods. The Peer Counselors invite you to stop by to share an idea, get information, and perhaps meet a friend at their information table outside of J143.

Community Counseling Center

Have you a friend or relative who needs help resolving personal problems? Harper College's Community Counseling Center provides assistance to non-student members of the community. The center offers personal counseling and marriage and family counseling, as well as a complete testing service and vocational career guidance. For information regarding fees and appointments, call the Community Counseling Center, 397-3000, extension 273.

Credit by Examination Programs

Proficiency credit is available at Harper College through three programs: The Advanced Placement Program (AP); 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, A347, extension 541.

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 a student development faculty member regarding appropriate test selection.

International Students

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.

The Admissions and Records Office will assist you in completing the registration process.

Our student activities program offers a variety of activities to choose from. We strongly 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.

Legal Service

Free legal advice is available from practicing attorneys to full and part-time students who pay an activity fee. The attorney will be available for 3½ hours each week. The intent of the service is to help educate students to recognize their legal problems and to facilitate their resolution. Students must be aware that the attorney will not actually provide legal representation for them during the above hours. Instead, the attorney will answer questions on whatever legal problem the student has, advise the student as to his or her rights/legal liabilities, and how a question/problem can best be resolved.

The attorney shall not be required or permitted to provide services to any person where such would present a conflict of interest for the attorney, the college and/or the Student Senate, nor in any matter against or antagonistic to the college, the Board of Trustees and members thereof; nor shall the attorney be required or permitted to provide services to any person in any matter against or antagonistic to any employee, student, or staff member where attorney's representation in said matter is likely to create the appearance of an impropriety.

This service is funded by student activity fees and sponsored by the Student Senate.

Students should make an appointment to see the attorney in advance by calling 397-3000, extension 242 or 243, or by coming to the Student Activities Office. Students without appointments can see the attorney on a walk-in basis, time permitting.

Financial Aids

A variety of scholarships, loans and grants are available to qualified Harper students — Federal Nursing Grants and Loans, Pell Grants, College Work-Study, Illinois State Monetary Scholarship and Grant awards, Illinois Guaranteed Loans, Trustee Scholarships, Student Service Awards, Illinois State Veterans Scholarship, G.I. Bill, Veterans Vocational Rehabilitation, V.A. Widows Compensation Benefits, Social Security, and Department of Rehabilitation Services 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 Office of Financial Aid, A364, College Center.

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, and college-work opportunities. Anyone interested in finding out more about financial aid should call 397-3000, extension 248 or 249 or come to the office, A364.

Scholarships

Each year the Board of Trustees of Harper College offers to graduates of high schools within the Harper district a series of scholarships called Trustee Scholarships. The Trustee Scholarship will also be awarded to four students selected from the general college in district population who are not recent graduates from one of the district high schools.

During the 1980-81 academic year, several scholarships for Harper students were established based primarily on academic achievement. The Harper College Educational

Foundation "Award for Excellence" is the highest honor a Harper student can achieve. Application for this scholarship is open to students from all college degree programs who meet criteria of grade point average, service, and faculty recommendation.

Students in the Technology, Mathematics and Physical Sciences Division may apply for scholarship awards from a fund established by the Division. Additional scholarships in this area of study have been provided by UOP and Amersham Corporation. Academic achievement is a major qualification for these scholarships.

In addition, many private and public agencies are ready and able to assist the worthy college student. Funds are also available through local organizations such as women's clubs, Rotary, and chambers of commerce.

Short-Term Loans

Short-term loans up to a maximum of \$300.00 may be obtained through the Office of Financial Aid 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 service charge.

Emergency Short-Term Loans

Short-term loans up to a maximum of \$50.00 may be obtained in the Student Activities Office by Harper students with emergency expenses. The loans must be repaid in full within ten school days. There is no service charge and the check is generally processed within 24 hours.

Student Activities Awards Programs

The Annual Student Awards Program recognizes outstanding contributions by students in all areas of the student activities program. Nominations are made, generally in March, by individual organizations and faculty advisers. The students are cited at an awards banquet sponsored by the college in May, and are given awards in the form of plaques, mugs, or certificates, depending upon the particular award level and activity.

Who's Who Among Students in American Junior Colleges is an annual directory of outstanding student leaders in two-year colleges across the country. Only second year students are eligible, and the criteria for selection are academic standing, participation and leadership in curricular and co-curricular activities, and community service. Faculty members are encouraged to nominate students, and students may apply directly to the selection committee. Applications are generally available in December or January and the selections are made within the first two weeks of February.

Student Service Grants in the form of full or partial tuition rebates are available for outstanding contributors in the student activities area. Club and organization officers and members may be nominated by the adviser and/or students, based on their performance, position and responsibility, leadership exhibited, and length of service. These grants are

awarded on a semester basis.

Further information on these award programs is available in the Student Activities Office.

Employment Services

Need help? Looking for a job? Stop by F132 and visit with the Illinois Job Service Representatives. Full- and part-time job opportunities are listed for the northwest suburban area.

Find answers to your questions and learn about the job market.

Become familiar with the resources available and how to use them for your benefit.

Office hours are 8:30 am to 4:00 pm Monday through Friday. Job Service representatives can be reached by telephone during those hours at 397-4492 or 397-4509.

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.

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

Veterans' Programs

Veterans are eligible to receive assistance under the G.I. Bill, the Veterans Vocational Rehabilitation Act, and War Orphans Educational Assistance Program. Qualified veterans who entered the service as residents of Illinois may also be eligible for a tuition scholarship for a period that is equivalent to four (4) years of full-time enrollment, i.e., a total of 120 points. They should contact the Veterans Affairs Office, A364, for further details.

Food Services

For your pleasure and convenience, the cafeteria, located on the first floor, offers a wide variety of hot food, snacks, and short order items. The facility is open:

Day	Hours Open
Monday-Thursday	7:30 am-7:00 pm
Friday	7:30 am-3:00 pm

A snack bar is located on the second floor of Building A near the Student Lounge. Among items offered are hamburgers, hot dogs, beef sandwiches, and soft serve ice cream. Hours are posted at the snack bar.

Vending machines are located throughout the College Center and other buildings on campus. Service is available

whenever the buildings are open. Food vending machines are located in all buildings.

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, extension 571.

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.

Health Service

The Health Service is located in Building A, Room 362, next to the Counseling Center and is open from 8:15 am to 10:00 pm Monday through Friday, and 9:00 am to 1:00 pm on Saturday. Registered nurses staff the Health Service and the following services are available without charge to students.

1. Confidential health counseling
2. First aid
3. Medications — aspirin, throat lozenges, cough medication, Alka-Seltzer, cold capsules, etc.
4. Medical parking permits
5. Health education — brochures, counseling
6. Student hospitalization insurance
7. Allergy injections
8. Referrals for health problems
9. Rest area
10. Confidential and free testing for:
 - a. Mononucleosis
 - b. Pregnancy
 - c. Tuberculosis
 - d. Venereal Disease
 - e. Hemaglobin
 - f. Vision deficiencies
 - g. Hearing deficiencies
11. Throat cultures
12. Medical withdrawals
13. Part-time physicians

Part-time physicians provide medical care one and one-half hours per day on selected days. They diagnose, treat, prescribe medications, laboratory tests and X-rays as needed. The physicians' services are partially funded by student activity fees.

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

Call the Health Service at extension 340 or 268 if you have any questions. Use the services — they're free — confidential — and for you!

Section 504

William Rainey Harper College does not discriminate on the basis of handicap in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. The designated coordinator for college compliance with Section 504 of the Rehabilitation Act of 1973 is the Director of Environmental Health, Building A, Room 362.

Services for Disabled Students

Support services are available for disabled students in accord with Section 504 of the Rehabilitation Act of 1973. Information regarding those services can be obtained in the Disabled Student Services Office, D119.

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 be hung or distributed only in designated locations. Recommended poster size is 14'' x 22'', but 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 follow the "Use of Tables or Displays" guidelines.

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 and must follow the "Use of Tables or Displays" guidelines.

Use of Tables or Displays

An area designated for interaction and communication by organizations and individuals is in the College Center, Building A. In this area, tables and displays may be set up without charge for representatives of student organizations and representatives of non-profit, non-commercial, non-student organizations in accord with the following rules:

1. The space is available only upon advance request which shall be obtained by filing a reservation form in the Student Activities Office, Building A, Room 336.
2. Space shall be allocated on a first-come, first-served

*Bulletin boards may not be used to announce non-Harper for-profit events.

basis. It shall be requested at least five (5) days prior to the desired date. Requests for a subsequent semester will not be accepted earlier than six (6) weeks prior to the beginning of that semester.

3. A maximum of three (3) tables or displays may be placed in the designated area at the same time. Tables will be provided by the College. Displays shall not exceed 4' × 8' in size. The tables and displays will be placed next to the windows along the south corridor of the College Center Lounge.
4. In order to allow as many groups as possible to be represented in the College Center, space may be reserved for a maximum of four (4) times a month or once a week per semester per organization.
5. There shall be no more than one (1) space per organization at the same time; however, if no other requests have been made by the reservation deadline, one additional display space may be reserved. No more than four (4) representatives or individuals shall staff any display.
6. Displays may not be disruptive in nature. No sound amplification equipment may be used in the designated area.
7. Representatives of organizations or individuals may communicate anywhere in the designated area.
8. Representatives of organizations or individuals must clearly identify themselves to Harper students.
9. Alcoholic beverages, narcotics, profane language, quarreling, fighting or gambling are prohibited. Smoking is also prohibited in posted areas.
10. Literature may be sold and contributions solicited in the designated area.
11. The individual or organization is responsible for prompt payment of any damage to College property.
12. The College may assume a violation of regulations has occurred if an organization does not staff its reserved space for two reserved dates without notifying the Office or Director of Student Activities. In the event of such a violation the College may cancel the balance of the reserved time.
13. In the event that an organization wishes to rent the entire Lounge or the College wishes to schedule an event requiring the entire Lounge, the College reserves the right to cancel reservations for that date in the designated area by issuing a notice ten (10) days prior to the scheduled date.
14. Violation of the regulations shall result in the revocation of the organization's or individual's reservation by the Director of Student Activities for the remainder of the semester or three (3) months, whichever is longer, by service of a cancellation notice in writing upon the person making the reservations. If there is a dispute as to the facts causing the violation, the party contesting the cancellation may, within five (5) days of the cancellation,

request the Vice President of Administrative Services to hold a meeting with the aggrieved party and the College office cancelling the reservation to review the alleged violation.



Activity Cards

Activity cards are issued to all students who pay a student activity fee. 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 the Game Room, and for other occasions requiring identification. Students may be requested to show a driver's license in addition to the activity card for identification purposes.

Students who lose their activity cards must report this immediately to the Business Office. There is a \$2 replacement charge. A new activity card for each semester will be issued 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 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.

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.

Student Non-Academic Complaints

The Vice President of Student Affairs or his designee shall be responsible for responding to complaints from students on non-academic issues. These issues include, but are not limited to, parking, refunds, admissions, transcripts, facilities use, and withdrawal.

The student is expected to initiate his complaint with the person immediately responsible for the area in which the problem occurred before bringing the matter to the Vice President of Student Affairs.

Student Academic Complaints

As members of the educational community, students have the right to express their opinion as to the fair treatment of their academic achievements, usually the grading process. Students shall express these concerns initially with the appropriate faculty/staff member in an informal manner. Any such complaint must be presented within seven (7) school days of the occurrence giving rise to the complaint.

If the complaint is not resolved after the informal discussion, the student may appeal in writing to the department chairman, coordinator, or director of the faculty/staff member involved within ten (10) school days after the informal discussion. In filing the written complaint, the student may request a meeting with the department chairman, coordinator, or director. These individuals must review the complaint and respond in writing to the student within ten (10) school days after receiving the written statement. If the results of the review are unsatisfactory to the student, the student may then appeal in writing to the associate dean of the appropriate division within ten (10) school days after receipt of the written response. The student may request a meeting with the associate dean. If the results of the review are unsatisfactory to the student, the student may then appeal in writing to the Vice President of Academic Affairs or his designee within ten (10) school days after receipt of the written response. The student may request a meeting with the Vice President. The Vice President shall issue a written response to the student within fourteen (14) school days after receipt of the appeal. The decision of the Vice President shall be final.

If the student is unable to contact any of the appropriate College personnel to process his complaint within the time frame set out in this policy, he may place the appeal at the next step in the process. If the person contacted fails to act within the given time frame, the student may proceed to the next step in the process.

In all such complaint proceedings the emphasis should be placed on the informal solution of the complaint.

Student Rights

Students have rights which are granted by the United States Constitution and which may be exercised in the College as in other public institutions. The law recognizes that these rights are subject to restraints which may be imposed because of the College's role and function. Since the scope and meaning of constitutional rights are evolving, it is impossible to set forth all rights in this handbook. Any rights set forth, therefore, are not to be read as an exclusion of rights not delineated.

It is the practice of the Board of Trustees of William Rainey Harper College to respect the properly exercised rights of its students. If a student believes that his proposed conduct or speech may infringe upon the College's role and function or he is unclear as to these rights, he is encouraged to secure the advice of the Vice President of Student Affairs or designee prior to taking action. The prior advice is not, however, a condition to the student's exercise of rights.

**Complaints
Under the
Student Conduct
Policy****A. Initiation of Complaints**

Complaints against a student for violation of the Student Code of Conduct which may lead to disciplinary action may be initiated by a student, a recognized student organization, or a member of the College staff. The complaint shall be stated in writing on a form furnished by the Office of the Vice President of Student Affairs, and filed in that office, describing the conduct which allegedly violates the Student Code of Conduct. All complaints must be approved by the Vice President of Student Affairs before they are processed.

B. Disciplinary Procedures

1. The Vice President of Student Affairs or his designee shall confer with the student against whom a disciplinary complaint has been filed. The student shall be advised of the alleged violation and be permitted to present his version of the incident. If the student denies the misconduct, the student shall be advised, in a brief manner, of the evidence upon which the complaint is predicated and shall be given an opportunity to respond to the evidence.
2. After review of the evidence, the Vice President may decide the complaint should be dropped. If so, he may meet with the person or representative of the organization who filed the complaint to state his decision.
3. Upon the agreement of the initiator of the complaint and the student, the Vice President or his designee may act to resolve the complaint.
4. If the Vice President determines the conduct of the student warrants a reprimand, warning, probation or other penalties as defined later in this document, he shall inform the student in writing of that decision within five (5) school days after the conference. There will be no appeal.

5. If the Vice President determines the evidence warrants a possible suspension or dismissal, he shall present the complaint to the Student Conduct Committee following the procedure set forth below.
6. If, in the opinion of the Vice President of Student Affairs, a student's conduct or action poses an immediate threat to College personnel, other students or College property, or poses an on-going threat of disruption to the educational process, the student may be summarily suspended from the College without an informal conference. In such event, written notice sent by certified mail, return receipt requested, must be mailed to the student within three (3) school days of the date of summary suspension. The notice shall state the reason for the removal from school and request the student to attend a conference within two (2) school days after the notice is received. If the student does not attend the conference it will be deemed that his right to a conference has been waived. A student who presents such a threat to the educational process may also be suspended by the Vice President after an informal conference pending the review of the complaint by the Student Conduct Committee.
7. Unless the student has been removed from College as stated above pending the processing of the disciplinary complaint, the student shall remain in school.
8. If the decision of the Vice President is to recommend the complaint be heard before the Student Conduct Committee, he shall inform the student within five (5) school days after the informal conference by a written notice sent to the student's last known address by certified mail, return receipt requested. The notice shall include the following information:
 - a. A statement of the reasons for the proposed discipline with sufficient particularity to ensure an opportunity to prepare for the hearing.
 - b. The date, time, and place of the hearing which shall be between ten (10) and fifteen (15) school days after the informal conference.
 - c. A copy of the disciplinary hearing procedures.

C. Types of Discipline

Reprimand: Student is admonished orally or in writing.

Warning: Student is warned in writing that the College has taken note of his action and further improper conduct may result in either probation, suspension or dismissal, depending upon the incident.

Probation: A conditional enrollment in College or College activity or class during which the individual's behavior is observed to determine his future attendance. Terms of the probation shall be specified according to the disciplinary action. Further incidents of misconduct 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 cost of appropriate services for repair or replacement costs to damaged property.

Suspension: Exclusion of a student from the College or from a class or College activity for a specified length of time as determined by the Student Conduct Committee or under the standards set out above, by the Vice President of Student Affairs.

Dismissal: Exclusion from the College for a semester, a year or permanently. The decision to exclude shall be made only by the Board of Trustees upon the recommendation from the Student Conduct Committee. This disciplinary action shall become part of the student's permanent transcript.

Other Penalties: The student may be denied a transcript or a degree until all the obligations specified by the Student Conduct Committee are met or other penalties may be imposed as are determined to fit the disciplinary incident.

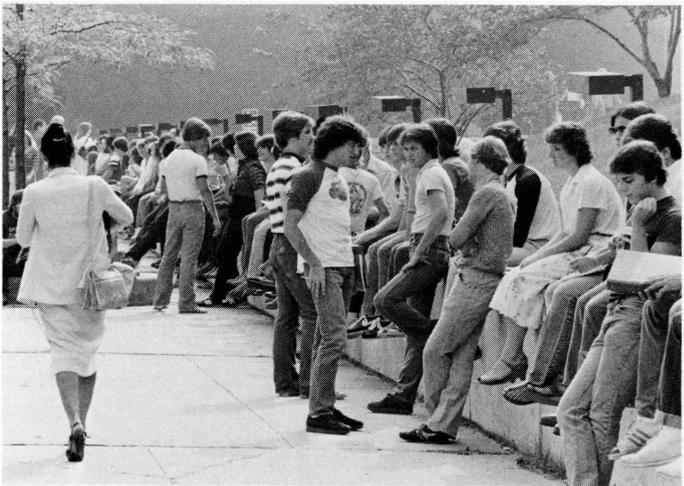
Student Code of Conduct

The following types of conduct, while not exclusive, are examples of undesirable conduct for which discipline may be imposed.

1. Possession of, use of, distribution of, or the attempt to use or distribute an illegal or controlled substance.
2. Possession of, use of, distribution of, or the attempt to use or distribute alcoholic beverages.
3. Theft of, or intentional damage to, destruction of, or the attempt to damage or destroy College property or the property of College personnel or other students.
4. Assaulting, threatening, harassing or endangering the health or safety of students or College personnel.
5. Verbal abuse of College personnel or students.
6. Willfully impeding, obstructing, interfering with or disrupting the performance of the College educational function.
7. Failure to cooperate with public safety personnel in the lawful performance of their duties.
8. Failure to deal honestly and forthrightly with the College by failure to meet College financial obligations or furnishing false information to College officials.
9. All forms of academic dishonesty such as cheating, plagiarism or forgery.
10. Students who are involved in College activities away from the College campus represent the College community and are expected to act in such a manner as not to bring disgrace or approbation upon the College. Appropriate discipline may be imposed for such misconduct.
 - a. If violations of federal, state or local ordinances occur off campus and if there is a direct relationship between such illegal conduct and the College community, such conduct may be grounds for disciplinary proceedings.
 - b. Any of the conduct prohibited in this Code, if it occurs off campus, may subject the student to discipline if

there is direct relationship between such conduct and the College.

11. Other acts or conduct which jeopardize the health, safety, and welfare of College personnel or students may also be subject to discipline.
12. Any conduct, behavior or activity which causes, or may reasonably lead College authorities to forecast, substantial injury or disruption or material interference with College activities or the rights of other students or College personnel may also be subject to discipline.



Student Conduct Committee

The Student Conduct Committee shall consist of four faculty members and an alternate faculty member plus three student members and an alternate student member. It shall be the hearing body for student disciplinary hearings. Faculty members shall be appointed by the Faculty Senate. Student members shall be appointed by the Vice President of Student Affairs after consultation with the Student Senate. The chairman shall be chosen from within the Committee and shall serve one year. All members shall serve for two-year periods; four members shall be selected in odd-numbered years, two of whom shall be faculty members, and three members in even-numbered years, one of whom shall be a student.

At least five members must be present to conduct hearings, two of whom must be faculty members.

Individual members of the Committee may excuse themselves from hearing any case in which they believe they could not render an impartial decision. If a sufficient number of members excuse themselves from a matter so that no quorum can be assembled, the Vice President of Student Affairs may appoint *ad hoc* members from faculty and students to constitute a quorum. The disciplinary hearing shall be conducted in accordance with the Hearing Procedure set out in these Regulations.

**Hearing
Procedure**

1. The hearing shall be held in closed session.
2. The hearing shall begin with the College representative and then the student making short opening statements as to their positions on the charges of misconduct and on the recommended discipline.
3. The College shall present its evidence first, in oral or written form, by witnesses or through documents. The student or his representative shall then be given an opportunity to cross-examine this evidence.
4. The student shall then present his evidence in oral or written form, by witnesses or through documents. The College representative shall then be given an opportunity to cross-examine this evidence.
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. All pertinent and relevant evidence shall be received by the Committee, without regard to the legal rules of evidence, in such a manner as is appropriate.
7. The College and the student may make closing statements at the conclusion of the hearing on both the issue of misconduct and on the issue of the recommended discipline.
8. The hearing may be recorded, stenographically or by tape, by either party at their discretion.
9. The Student Conduct Committee shall render its written decision within ten (10) school days after the hearing. The decision shall be a suspension, a recommendation to the Board of Trustees for expulsion, or a recommendation to the Vice President of Student Affairs for other disciplinary action.
10. The student may appeal the decision of the Committee, except for an expulsion recommendation, to the President within ten (10) school days after the decision of the Student Conduct Committee. The appeal shall consist of the student's written statement of disagreement with the decision and his argument for reversal. The decision on appeal shall be rendered by the President within ten (10) school days after he has received the appeal.
11. If the decision of the Student Conduct Committee is to recommend dismissal, that decision shall be transmitted to the Board of Trustees. The student shall have ten (10) school days after the decision to appeal to the Board. The student's appeal shall consist of the student's written statement of disagreement with the decision and his argument for reversal. The Board shall consider all of the evidence before making its decision within fifteen (15) school days after receiving the decision to dismiss or take other action it deems appropriate.
12. If a student is found innocent of the charges, he shall be given an opportunity to make up all tests missed and his record shall be expunged of the disciplinary complaint.

Speakers Policy

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, an ad hoc speakers committee composed of three faculty members appointed by the Vice President of Academic Affairs, three students chosen by the Student Senate, subject to approval of the Vice President of Student Affairs, 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.

Student Educational Rights and Privacy

The Family Educational Rights and Privacy Act of 1974 ("the Act") establishes the rights of students to inspect and review their education record; provides that personally identifiable information will not, with certain exceptions, be disclosed without the students' permission; provides for guidelines for the correction of inaccurate or misleading data through informal or formal hearings; grants the right to file complaints with the Family Educational Rights and Privacy Act office (FERPA) concerning alleged failures by the institution to comply with the Act; and makes provision for notice to the students concerning their rights.

No one shall have access to nor will the institution disclose any information from students' education records, other than Directory Information, without the written consent of students, except to officials of other institutions in which students seek to enroll; to persons or organizations providing students financial aid; to accrediting agencies carrying out the accreditation function; in compliance with a judicial order; in emergency situations when necessary to protect the health or safety of students or other persons; and to those members of the college community with a legitimate educational interest. "Legitimate educational interest" means and includes a demonstrable need to know by any staff member in terms of his or her assigned duties. Parents of a dependent child (as defined by IRS code) are also eligible to inspect that dependent student's record.

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

Office	Official	Records on File	Purpose of Records
Admissions C101	Director of Admissions and Registrar	Application College Transcripts High School Records Admission Test Scores	Placement Advisement Permanent Record Transcript Evaluation
Registrar's Office A213	Director of Admissions and Registrar	Grades Correspondence Permanent Academic Record Registration Documents	Graduation Check Academic Honors Confirm Registrations
Student Development A347	Director of Student Development	Fact Sheets Transcripts Test Scores: Academic Vocational	Advisement Counseling
Financial Aid A364	Financial Aid Coordinator	Aid Application Parent Confidential Statements	Award Aid
Health Services* A362	Director, Environmental Health	Medical Records Physical Examination	Health Counseling Medical Care Health Education

* Students who wish to determine the general content of their record may make an appointment with the director of this office to secure this information.

Office	Official	Records on File	Purpose of Records
Student Activities A337	Director, Student Activities	Activities Awards Club & Organization Officers	Placement Record Official Record
Vice President of Student Affairs Office A317	Vice President of Student Affairs	Student Grievance Disclosure Records	Official Record Record of Disclosure of Personally Identifiable Information
Testing Office A347	Testing Specialist	Test Results	Counseling and Evaluation
Student Affairs A317	Vice President of Student Affairs	Disciplinary Record	Official Record
Administrative Services A219	Director of Finance	Financial Data	Billing and Collection
Public Safety B101	Supervisor of Public Safety	All Records, exclusive of Federal and State Codes as listed below**	Safety and security of students

** Illinois Revised Statute, Illinois Juvenile Court Act — Chapter 37, Article 2, Section 702-8(3). Illinois Revised Statute, Illinois Criminal Code — Chapter 38, Section 206-3 and 206-7, Title 42, U.S.C. 377-1b.

Office	Official	Records on File	Purpose of Records
Academic Affairs	Division Associate Dean or appropriate Faculty Member	Performance Records	Performance Evaluation
<i>Division Offices:</i> Business and Social Science J239	Division Associate Dean or appropriate Faculty Member	Performance Records	Performance Evaluation
Liberal Arts F313	Division Associate Dean or appropriate Faculty Member	Performance Records	Performance Evaluation
Technology, Mathematics and Physical Science H119	Division Associate Dean or appropriate Faculty Member	Performance Records	Performance Evaluation
Physical Education, Athletics and Recreation M219	Division Associate Dean or appropriate Faculty Member	Performance Records	Performance Evaluation
Life Science and Human Services D191	Division Associate Dean or appropriate Faculty Member	Performance Records	Performance Evaluation
Continuing Education and Program Service C103	Division Associate Dean or appropriate Faculty Member	Performance Records	Performance Evaluation

Office	Official	Records on File	Purpose of Records
Special Services F232	Dean of Educational Services	Performance Records Applications for ABE Students Personal data forms Course Registration information	Performance Evaluation Admission Enrollment Advisement
Disabled Student Services D119	Coordinator	Requests for Service	To plan for delivery of services
Hearing Impaired D119	Coordinator	Testing Scores Medical Records Audiograms Transcripts DORS Records	To determine level of competency Advisement To plan for delivery of services
Learning Disabled F224	Coordinator	Testing Records Transcripts Other diagnostic information	To determine level of Competency Advisement To plan for delivery of services
Learning Resources Center F203	Director of Library Services	Circulation of Materials Records	Inventory control of material

Educational records which are not governed by the Act and which are not accessible to students are:

1. Records kept by Harper personnel such as faculty, counselors, and administrators, which are used only by the maker or his or her substitute and are not available to any other person.
2. Law enforcement records which are kept apart from the student's other educational records and are maintained solely for law enforcement purposes, and are made available for inspection by Public Safety personnel only when acting in the line of duty. Such records are not made available to persons other than law enforcement officials of the same jurisdiction so long as educational records maintained by the institution are not disclosed to the personnel of the law enforcement unit.
3. Employment records for college employees, which are kept solely for business reasons.
4. 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 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.

Directory Information. The following items are hereby designated as "Directory Information," and as such may be disclosed or released by the college for any purpose, at its discretion:

The student's name, address, telephone listing, student identification number, social security number, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational institution attended.

Currently enrolled students have the right to withhold the release and disclosure of any or all of these items by giving written notice on the appropriate form to that effect to the Director of Admissions and Registrar by the first day of each course or program, as the case may be, for which they enroll. Request for non-disclosure will be effective for only one academic year; therefore, authorization to withhold Directory Information must be filed annually.

Procedures to inspect and review records. The law provides students with the right to inspect and review information contained in their education record; to a response to

reasonable requests for explanations and interpretations of the record; to challenge the contents of their education record; to have a hearing if the outcome of the challenge is unsatisfactory; and to submit explanatory statements for inclusion in their files if they feel the decision of the hearing officer is unacceptable. The Vice President of Student Affairs has been designated by the college to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic, cooperative education, disclosure and placement records. Students wishing to review their education records must make written request to the official responsible for the records listing the item or items of interest.

Records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere). Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

Students **may not** inspect and review the following: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; educational records containing information about more than one student, in which case the institution will permit access **ONLY** to that part of the record which pertains to the inquiring student; and confidential letters and recommendations placed in their files prior to January 1, 1975, providing those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Procedures to amend records and request hearings.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally at a meeting with the author of the record and the Vice President of Student Affairs. If the decisions are in agreement with the students' request, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the Vice President of Student Affairs of their right to a formal hearing. Students' requests for a formal hearing must be made in writing to the Vice President of Student Affairs who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and the time of the hearing.

Students may present evidence relevant to the issues raised and may be assisted or presented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing officer who will adjudicate such challenges will be designated by the President of the college.

Decisions of the hearing officer will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing officer, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reason for disagreeing with the decisions of the hearing officer. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that their rights have been abridged may file complaints with the Family Educational Rights and Privacy Act office (FERPA), Department of Health, Education, and Welfare, Washington, D.C. 20201, concerning alleged failures of the college to comply with the Act.

Copies of the Act, the HEW regulations, Harper policies and procedures, the Harper College Student Handbook, and forms for use in implementing the Act, are available upon request in the Registrar's Office, A213.



Standards for Academic Performance

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

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

Harper students who have accumulated seven semester hours or more and students who transfer from other institutions must make satisfactory performance or be placed on probation.

Probation

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 semester hours, upon the recommendation of his student development faculty member, as an added incentive to increase academic performance.

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.

Repeat Policy

Students will be allowed to repeat courses and attempt to earn a higher grade. When 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(s) will remain on the transcript but will not be used to compute the Harper College cumulative GPA. A student transferring to another college should check that school's repeat policy.

Grading

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. The official grade point average is computed on the basis of final grades awarded at the end of each semester of 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
K	Unfulfilled audit	.0
P	Pass	.0
W	Withdrawal	.0
X	Incomplete	.0

Incomplete Grades

A student may be assigned a grade of "X" for unfinished work in a course provided the work was incomplete because of circumstances deemed to be unavoidable or uncontrollable (to be determined by the instructor). The work to be completed will be assigned by the instructor. The unfinished work must be satisfactorily completed by the midterm of the following semester or the instructor may assign a final grade of "F".

Behavioral Contracting

Behavioral contracting is the development of an agreement between a student development faculty member 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.

Prerequisite Information

Many course descriptions state that a prerequisite (for example — satisfactory completion of a specific course or instructor consent) is necessary for enrollment in such a course. Students are advised that enrolling in a course without satisfying a prerequisite may result in the student being withdrawn from such course at the request of the instructor. Refer carefully to Bulletin course descriptions.

Attendance Policy

Each instructor or program has the responsibility to establish the attendance requirements which best suit the educational goals of that class or program.

Auditing a Course

A student who wishes to audit a course will be required to pay full tuition and fees and must obtain approval from the instructor, department chair, or associate dean prior to enrollment in the course. At that time, a mutual set of expectations will be determined.

Registration for audit status in a course must be completed only during late registration (during the first week of the term) and must be the original enrollment in the class. Changes from credit to audit are not permitted. All students taking a course for credit are given priority in registration.

Upon completion of the course, the instructor will assign

an "H" grade if the agreed upon expectations are met, and a "K" if they are not.

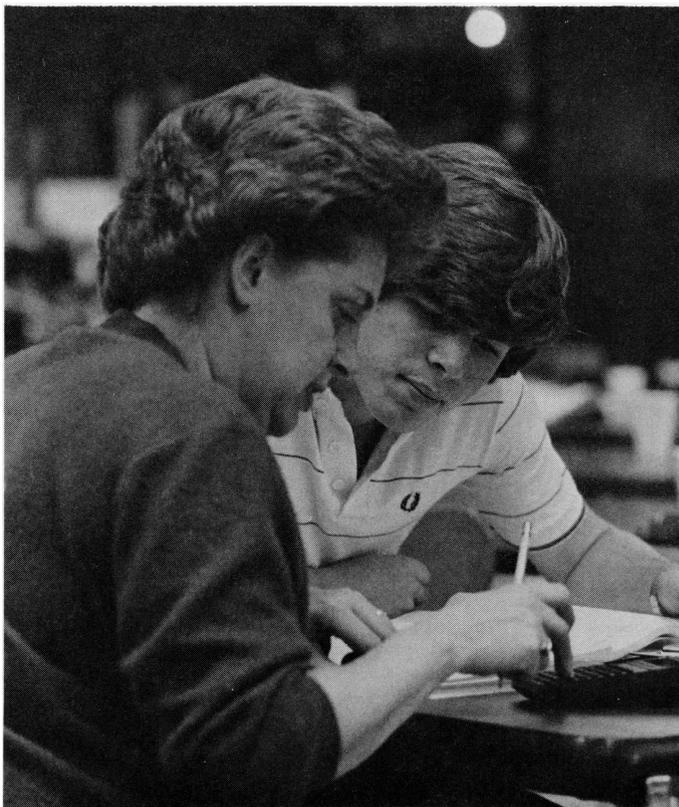
Withdrawals

When students wish to withdraw from a class after regular registration, they must withdraw officially by submitting the appropriate forms to the Office of the Registrar. A student who does not withdraw officially from a class is subject to an "F" grade.

Procedures for a medical withdrawal are available in the Health Services Office.

The following guidelines determine grades for an official withdrawal from a 16-week course; the timetable for withdrawing from other courses (8-week, 4-week, etc.) will be determined on a pro rata basis according to these guidelines:

1. Classes dropped prior to the third 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 third week and prior to the thirteenth academic week.
3. A grade of "F" will be assigned to a class dropped after the twelfth week of a full semester course.
4. The deadline to withdraw from 16-week classes is printed in the official College calendar for the year in question.



Tuition Refund Policy

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

Regular Credit Courses	Percent of Refund
Prior to first day of semester or term	100%
During first week of class*	80%
During second week of class	50%
No refund after second week of class (Eight-week classes prorated, including summer session.)	

Any extraordinary circumstances involving tuition refund, including withdrawal during the semester for medical reasons, shall be brought to the attention of the Registrar. The Vice President of Student Affairs shall make the final decision on such tuition refund requests.

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 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

The College also offers several scholarships based primarily on academic achievement. (see Financial Aid section).

*First week of class is defined as the first 7 calendar days of the term for 16-week classes and the first 3 calendar days of the term for 8-week classes. Other classes not following the regular schedule will be prorated based on the length of the course. First day of semester or term is defined as the day when "classes begin" according to the official College calendar at the beginning of the Handbook.

**Students must have accumulated 12 semester hours at Harper to be eligible for an academic honor.

Associate Degree Requirements

General Education Requirements

	<i>Associate in Arts</i>	<i>Associate in Science</i>	<i>Associate in Applied Science</i>
I. Communication Skills			
ENG 101, ENG 102, ENG 201, ENG 220	6 hours	6 hours	6 hours ¹
II. Social Sciences			
anthropology, economics, geography, history, political science, psychology, sociology	6 hours	6 hours	6 hours
III. Science or Mathematics			
astronomy, biology, chemistry, engineering ² , geology, mathematics, physical science, physics	8 hours	20 hours	6 hours ³
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:	12 hours		
communications ⁴ , social sciences, science or mathematics, humanities, PED 203, PSY 100			
Total General Education Requirements	38 hours	38 hours	21 hours
Other Degree Requirements:			
A.A. Electives	22 hours		
A.S. Electives		22 hours	
A.A.S. Technical Requirements and Electives			39 hours
Total	60 hours	60 hours	60 hours minimum ⁵

¹The following courses may be used to satisfy this requirement if a part of the approved career program: ENG 100, ENG 103, ENG 130, JNM 130, JNM 131, JNM 133.
²Courses in engineering may apply to the general education requirements in Group III in the Associate in Science and Associate in Applied Science degrees.
³Students majoring in a career program may count courses in their major toward fulfillment of this requirement.
⁴In addition to the listed courses in Group I, the following can be used to fulfill the Group V requirement: SPE 101, SPE 102, SPE 115, SPE 205 and RDG 104, RDG 106, ENG 103, and ENG 130.
⁵See item 7 in Graduation Requirements.

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. 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 grade of "C" or above. The student's work at each institution is evaluated independently if several institutions were attended.
3. 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.
4. Religion courses which are of a sectarian nature or courses which are not applicable to programs at Harper College may not receive transfer credit.

Transcripts

Official transcripts of a student's academic record will be issued and sent, upon written request, to other educational institutions and prospective employers. Each student is entitled to one transcript without charge. A fee of \$1.00 is charged for each additional copy. The College reserves the right to withhold transcripts of persons who have past due monetary obligations such as tuition, fees or materials.

Transfer to a Senior Institution

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 the institution as well as their student development faculty member to assure efficient transfer.

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 the latter 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 maximum of four semester hours of Independent Study credit may be included as free electives in the minimum 60 required hours for an associate degree.
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 minimum grade point average of 2.0 for any applicable 60 semester hours work



- for the associate in applied science.
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. Contact the Office of Testing Services to schedule this test.
 4. Requirement of 60 hours must be in courses numbered 100 or above for the degrees of associate in arts or associate in science.
 5. Enrollment in Harper College during the semester in which graduating 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 requirements.
 7. In addition to the above requirements, students enrolled in a specific career program will fulfill the requirements outlined in that program. Any changes in program requirements necessitated by licensing and/or accrediting agencies must be observed by students who are already admitted and in process in their programs.
 8. A student must apply for graduation and pay the graduation fee of \$15.00. 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. Students are encouraged to complete their petition for graduation when registering for the semester in which their graduation requirements will be fulfilled.

Services

Learning Resources Center

The Learning Resources Center is located in Building F 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). Approximately 100,000 books, 700 magazine subscriptions and newspapers, records, tapes, films, filmstrips, and slides are currently in the collection. The microfilm collection includes magazine titles, the complete *New York Times* and *Congressional Record*, and much of the *Chicago Tribune* and *Wall Street Journal*.

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

During the spring and fall semesters the hours are:

Monday through Thursday	8:00 am-9:00 pm
Friday	8:00 am-4:30 pm
Saturday	9:00 am-12:00 pm

During summer, holidays or inter-session periods, service hours will be posted.

The Learning Resources Center (LRC) supports the educational programs of the college and encourages the use of its facilities and services for educational, intellectual, and cultural pursuits by all citizens of the community.

You are welcome to suggest book or audiovisual additions to the LRC collection by dropping off your written requests at either circulation desk.

Free Tutoring

Free tutoring is provided to students in most subject areas. Students must be registered for the course for which they are seeking help. Tutoring is available by appointment and on a limited walk-in basis. For more information contact the Tutoring Center, F132, extension 539.

Bookstore

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 postage stamps and a special order service.

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

Public Safety Department

The Public Safety Department is a service designed for safety and protection of the college community. Some of the specific responsibilities of the office include traffic control, patrolling parking lots, building security, emergency first aid, a

lost and found, and other emergency assistance as required.

Harper College Public Safety Officers 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 or ordinances of the municipality or county in which the community college is located. This authority has been granted by the Illinois Revised Statutes and affirmed by the Harper College Board of Trustees.

For further non-emergency information, please contact the Public Safety Office in Building B, extensions 330 or 491. The emergency extension for public safety is 211.



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, curbs, lawns, grass, or in fire lanes. The Public Safety Department will issue citations to drivers violating Illinois 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 use public transportation whenever possible to help alleviate traffic and parking problems. Failure to comply with parking regulations will result in your car being ticketed and/or towed at your expense. Medical and handicapped parking permits are issued by the Health Service Office. Medical and handicapped parking lots are strictly enforced and violators will be towed.

Dental Hygiene Clinic Facilities

Facilities for dental hygiene services are available on the campus for all students, college personnel, and general public at minimal cost. Services include oral examination, dental

X-rays, dental prophylaxis (cleaning), dental health education, fluoride application and pit and fissure sealants. All records of treatment can be sent to the patient's dentist. The clinic is especially oriented to treating patients with gum disease. The clinic is located in the east wing of Building D. Appointments can be arranged by phoning the Dental Hygiene Clinic, extension 534.

**Child
Development
Program
Preschool**

A half-day program for children, three years to school age, on days Harper classes are in session. For preschool information call 397-3000, extension 262. On-campus pre-registration is required and a \$5.00 application fee will be assessed. The Preschool is located in I127.

Monday, Wednesday, and Friday

9:00-11:30 am, or 1:00-3:30 pm

\$216 per semester

Tuesday and Thursday

9:00-11:30 am, or 1:00-3:30 pm

\$144 per semester

Five-day session

9:00-11:30 am, or 1:00-3:30 pm

\$360 per semester

An hourly Child Care service is available for students and faculty who need extra child care before and after each session. Pre-registration is required. Further information can be obtained by calling 397-3000, extension 262.

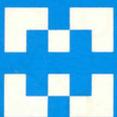
The preschool and child care service offer an exemplary program of learning and enrichment for children. They are staffed by a head teacher and Child Development Program student teachers. The ratio of children to staff is twenty to four.

**Child
Development
Program
Child Care
Service**

Child care service is available for children of Harper students, faculty and staff. Children who are toilet trained, ages 2½ to 5 (or in kindergarten) will be accepted. The service is open from 7:15 am to 4:45 pm, Monday through Friday. Pre-registration is required as enrollment is limited to space available. The child care room is located in I131. The fee is \$1.30 per hour per child for one child, and \$1.00 an hour for each additional child. The service is also open to children of students who are attending one-day workshops or Women's Program activities on a space available basis. Please call ahead to make the necessary registration arrangements.

Parents who are considering using the service are responsible for obtaining the current regulations for the Child Care Center before registering for classes.

Parents who plan to use the service on a semester basis must register in person, and bring a copy of their class schedule, a copy of the child's birth certificate. Registration times are listed in the current Course/Offerings Schedule. For further information, phone 397-3000, extension 262.



William Rainey Harper College

Algonquin and Roselle Roads

Palatine, Illinois 60067

312 397-3000