



Student

Handbook /

Datebook

*Fall*  
1993



Student life at Harper is a combination of experiences and opportunities in and out of the classroom. Knowing what is available will help you get the most out of each semester you spend at Harper.

Knowing about Harper starts with having a copy of the current catalog. (If you don't yet have one, ask for a copy at the Information Center.) The catalog details the academic side of College life—programs, course descriptions, requirements and regulations.

The Student Handbook/Datebook addresses the resources and activities available to Harper students outside the classroom and also includes the regulations and policies governing student life at Harper. The datebook section lists events already planned for the semester—athletics, cultural events and official College calendar dates.

The datebook is designed for daily use, to help you plan your personal or organizational activities more easily. There is space allowed for your own notations of assignments, meetings or other commitments you need to remember. By using your datebook, you can plan to include both the “must-do” and “like-to” activities for a great semester at Harper.

### Academic Calendar

#### First Semester — Fall, 1993

Registration as Scheduled	April Through August 16
Faculty Report	August 17
Final Registration	August 19 and 21
Classes Begin	August 23
Last Day for Late Registration	August 25
Last Day for Refunds*	September 4
Labor Day Observed (Classes Not in Session)	September 6
Midterm	October 16
Veterans' Day Observed (Classes Not in Session)	November 11
Last Day for Withdrawals	November 13
Thanksgiving Vacation (Classes Not in Session)	November 25-28
Classes Resume	November 29
Final Exam Week	December 13-18
Semester Break Begins	December 19

#### Second Semester — Spring, 1994

Registration as Scheduled	November through January 11
Faculty Report	January 12
Final Registration	January 13 and 15
Martin Luther King's Birthday Observed (Classes Not in Session)	January 17
Classes Begin	January 18
Last Day for Late Registration	January 20
Last Day for Refunds*	January 29
Lincoln's Birthday Observed (Classes Not in Session)	February 11
Midterm	March 12
Spring Vacation	Week of March 28
Classes Resume	April 4
Last Day for Withdrawals	April 16
Final Exam Week	May 16-21
Graduation	May 22

\*See withdrawal policy on page 22 of the College catalog.

Students who wish to withdraw must withdraw officially by submitting the appropriate form to the Office of the Registrar by the last day for withdrawals, as listed.

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<b>Contents</b>	<b>Page</b>
Academic Advising and Counseling Centers	41
Activity Cards	43
Admissions Office	36
Advising/Registration	20
Assessment and Testing Center	36
Athletics and Sports	45
Bookstore	33
Box Office	43
Bulletin Boards and Publicity	44
Campus Directory	61
Campus Tours	4
Career and Personal Development Center	38
Career Planning Services	39
Career Transition Center	39
Center for New Students and Orientation	36
Center for Students with Disabilities	34
Child Learning Center	34
Clubs and Organizations	48
College Center	44
Community Counseling Center	40
Cooperative Education	39
Cultural Arts Series	44
Dental Hygiene Clinic	40
Distribution of Literature	47
Drug, Alcohol, Wellness Network	40
Employment Services	38
English as a Second Language	37
Extension Centers	41
Financial Aid	34
Grading	35
Health Services	40
International Students	34
International Studies	7
Keys to Success	2
Learning Assistance Center	37
Learning Resources Center	35
Legal Service	47
Meetings—A Valuable Resource	32
Office of Community and Program Services	41
Older Adult Programs	41
Personal Counseling	40
Policies and Procedures	54
Academic Regulations and Information	59
Complaints under the Student Conduct Policy	55
Directory Information	58
Drug and Alcohol Abuse	61
Policy Regarding Students with Chronic Communicable Diseases	60
Procedures to Amend Records and Request Hearings	58
Procedures to Inspect and Review Records	58
Sexual Harassment Policy	59
Smoking Policy	54
Speakers Policy	56
Student Academic Complaints	59
Student Conduct Code	54
Student Dress	54
Student Educational Rights and Privacy	57
Student Non-Academic Complaints	54
Student Rights	54
Use of Tables or Displays	56
Political Campaigning on Campus	47
Prepare for Midterms	14
Progress Check	35
Public Safety Department	47
Registrar's Office	36
Student Activities	42
Student Activities Awards Programs	53
Student Activity Fees	43
Transferring	35
25th Anniversary Reaffirmation of Clubs and Organizations	48
Weekend College	41
Women's Center	34
Youth and Young Adult Programs	41



## Keys to Success...

There are many keys to success—work smart, eat right, study hard, play wisely. Being involved on campus, outside of classes, is one important key for many successful college students. Participation in something other than coursework deepens your commitment to being a student, to Harper College, and to doing well; and the more committed you are, the more likely you are to succeed!

There are lots of ways to be involved—here are 25 examples, and these are just the beginning!

sing in the choir  
attend a concert  
get to know a professor  
join a club  
start a club  
donate blood  
eat in the cafeteria  
work in the cafeteria  
work for WHCM  
watch a sporting event  
play a sport  
work on campus  
vote in student elections  
be elected to student government  
attend a seminar or workshop  
read *The Harbinger*  
write for *The Harbinger*  
become a student ambassador  
see a tutor  
be a tutor  
do your homework in the library  
attend orientation  
become an orientation leader  
see a play  
audition for a play

Seven reasons to participate—

- meet people
- learn something
- have fun
- make connections
- help someone
- get some practical experience
- be a leader

If you need more ideas, or more reasons, contact Student Activities, A336, extension 2242.



BT 15:28

# August

9 Monday

10 Tuesday

11 Wednesday

12 Thursday

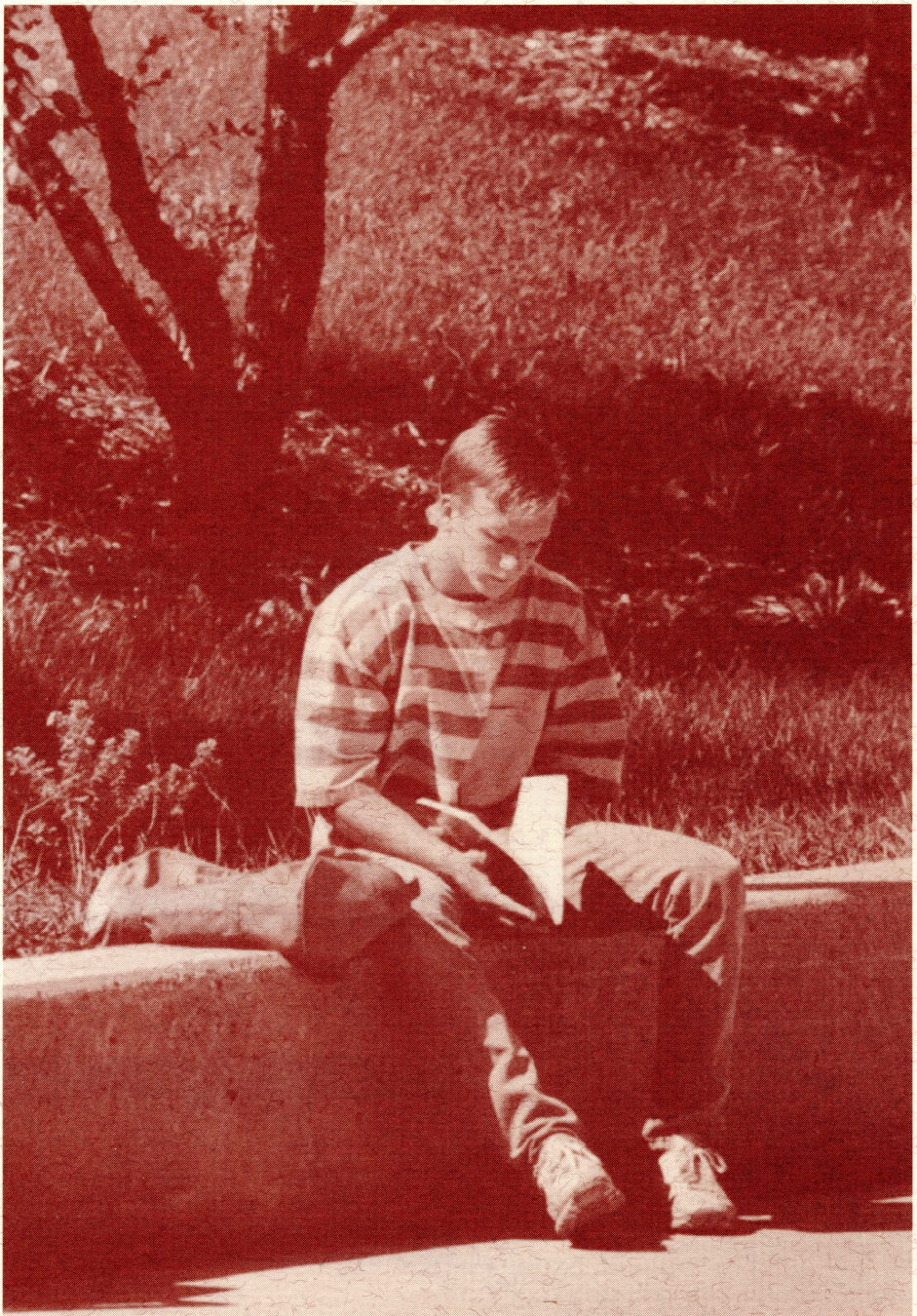
13 Friday

14 Saturday

15 Sunday

Freshman Experience





### **Campus Tours**

Familiarize yourself with the Harper College campus. Take a campus tour, led by a current Harper student, Wednesdays at 11:15 am, Thursdays at 3:30 pm or Saturdays at 10:30 am. Tours leave from Admissions, C101. Call extension 2707 to reserve a space.



# August

**16 Monday**

**17 Tuesday**

Faculty report

**18 Wednesday**

Weekend College Information Session  
4:30 - 8:30 pm, C102

**19 Thursday**

Final Registration

**20 Friday**

**21 Saturday**

Final Registration

**22 Sunday**



# August

## 23 Monday

Classes begin

## 24 Tuesday

This week's video: *Dracula*

Videos are played Tuesdays at 4 pm and  
Wednesdays and Thursdays at 1 pm in Building A,  
3rd Floor Lounge

## 25 Wednesday

Last day for Late Registration

## 26 Thursday

## 27 Friday

Weekend College classes begin

Golf - Highland 36

## 28 Saturday

Weekend College classes begin

## 29 Sunday

Weekend College classes begin





## **You Can Take Courses in Canterbury, England; Salzburg, Austria; or San Jose, Costa Rica!**

Just follow these six easy steps to apply for the Harper International Studies Program:

1. Make sure you have completed 15 credit hours with a minimum 2.75 G.P.A. at Harper College.
2. Make an appointment with Janet Friend Westney (extension 2522, 1117) or Martin Ryan (extension 2975, F313) for program information and to pick up an application packet.
3. Attend the Study Abroad information meeting for complete details.
4. Submit all application materials to Janet Friend Westney, Student Development, Building I, Room 117.
5. Register for International Studies classes in a special registration session.
6. Attend the one-day student orientation program held at Illinois State University.



# August/September

## 30 Monday

Men's Soccer - Trinity (away)

## 31 Tuesday

This week's video: *Johnny Suede*

Golf - Rock Valley

## 1 Wednesday

## 2 Thursday

## 3 Friday

Volleyball - Kansas Invite (away)

## 4 Saturday

Last day for refunds

Volleyball - Kansas Invite (away)

Men's Soccer - College of DuPage, 11 am (home)

Football - College of DuPage, 1 pm (home)

## 5 Sunday

Volleyball - Kansas Invite (away)



# September

## 6 Monday

Labor Day  
Classes not in session

## 7 Tuesday

This week's video: *Honeymoon in Vegas*

Women's Tennis - Rock Valley, 2:30 pm (home)  
Volleyball - Triton, 5 pm (home)

## 8 Wednesday

Rock concert - Webb Wilder  
Building A, Noon

Men's Soccer - Elgin (away)  
Golf - Black Hawk Invite

## 9 Thursday

Women's Tennis - Illinois Valley, 2:30 pm (home)  
Volleyball - Elgin (away)

## 10 Friday

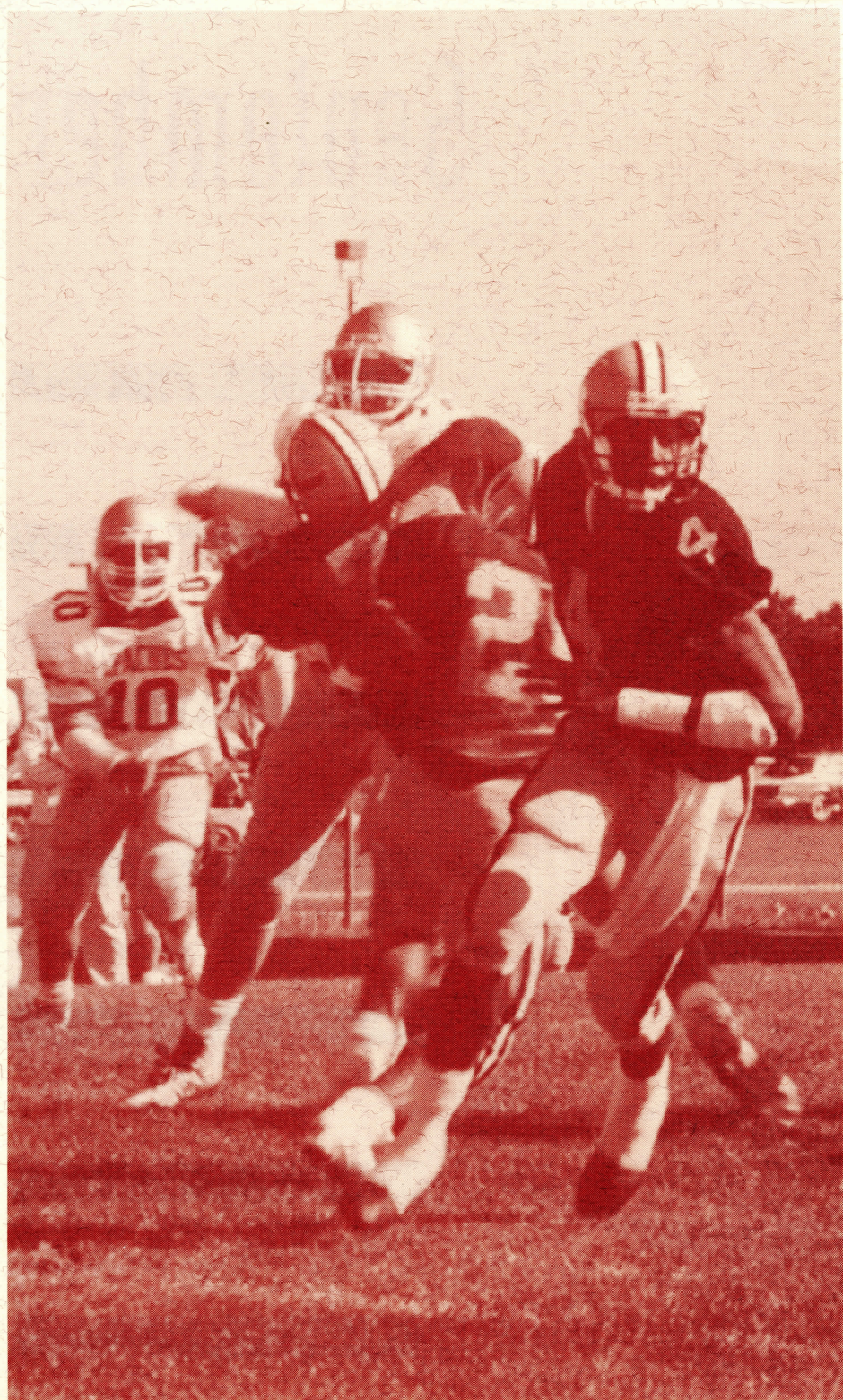
Men's Soccer - Triton (away)

## 11 Saturday

Men's Soccer - Waubensee, 11 am (home)  
Football - Grand Rapids (away)

## 12 Sunday







# September

## 13 Monday

Math Anxiety Support Group  
F 318, 12 - 1 pm

## 14 Tuesday

This week's video: *Gas Food Lodging*

Women's Tennis - McHenry (away)  
Volleyball - Lake County & College of DuPage, 5 pm (home)  
Men's Soccer - Judson, 4 pm (home)

## 15 Wednesday

Blood Drive, A 242  
8:30 am - 3:30 pm

## 16 Thursday

Rosh Hashanah

Safe Exercise:  
The Don'ts of Stretching, Lifting and Motion 12 - 1 pm  
Volleyball - Waubensee & Morton (away)

## 17 Friday

Women's Tennis - Harper Invite,  
South Suburban/College of DuPage, 9 am (home)  
Men's Soccer - National Lewis University, 4 pm (home)  
Golf - Danville Invite

## 18 Saturday

Weekend College Open House C 102, 11 am - 1 pm  
Women's Tennis - Harper Invite, 9 am (home)  
Golf - Danville Invite  
Volleyball - College of DuPage (away)  
Football - Moraine Valley (away)

## 19 Sunday



# September

## 20 Monday

Clubs & Organizations Day  
Building A, 9 am - 2 pm

Women's Tennis - Judson, 3 pm (home)  
Men's Soccer - Illinois Benedictine, 4 pm (home)  
Golf - College of DuPage

## 21 Tuesday

Clubs & Organizations Day  
Building A, 9 am - 2 pm

This week's video: *A Few Good Men*  
Volleyball - Judson JV, 5 pm (home)

## 22 Wednesday

UIUC Transfer Information Session  
Building I, 4 - 5 pm

Concert - The Blenders  
Building A, Noon

## 23 Thursday

Women's Tennis - College of DuPage, 2:30 pm (home)  
Volleyball - Joliet (away)  
Men's Soccer - Lake County, 4 pm (home)

## 24 Friday

Golf - Rock Valley Invite

## 25 Saturday

September 25 - October 2 "Banned Books Week:  
Celebrating the Freedom to Read"  
Displays in LRC, Building F  
Men's Soccer - Lincoln, 1 pm (home)  
Volleyball - Rock Valley/Kishwaukee (away)  
Golf - Rock Valley Invite

## 26 Sunday

Football - St. Francis, 1 pm (home)



# September/October

## 27 Monday

Math Anxiety Support Group F318, 12 - 1 pm

Women's Tennis - Waubensee (away)

## 28 Tuesday

This week's video: *Groundhog Day*

Volleyball - Rock Valley (away)

Men's Soccer - Kishwaukee (away)

Golf - Harper

## 29 Wednesday

Women's Tennis - Joliet (away)

## 30 Thursday

Men's Soccer - McHenry, 4 pm (home)

## 1 Friday

Women's Tennis - N4C Tournament (TBA)

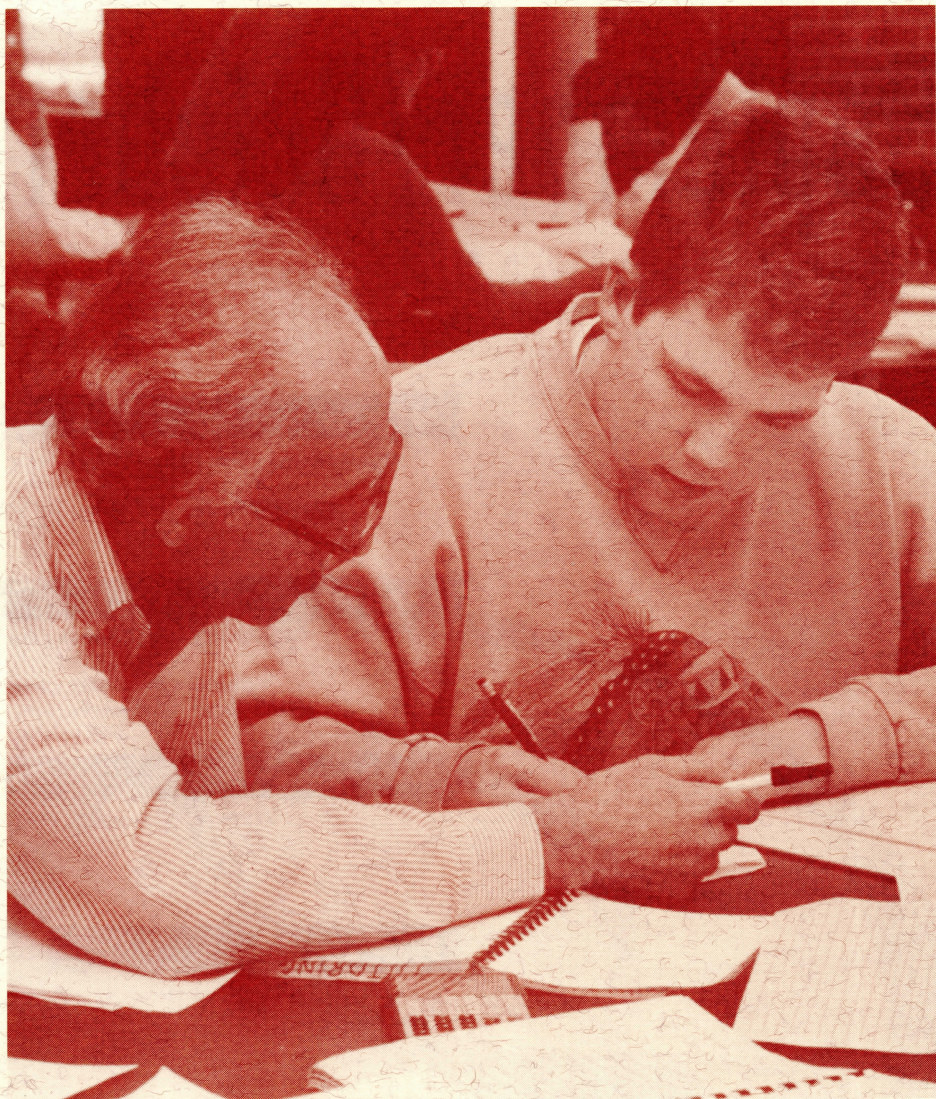
## 2 Saturday

Women's Tennis - N4C Tournament (TBA)

## 3 Sunday

Football - Illinois Wesleyan (away)





### **Six Tips for Preparing for Midterm Exams**

1. Consistently read and recite ideas aloud. After reviewing, organize and summarize your material.
2. Form a study group.
3. Ask instructors what they recommend for pre-exam work.
4. Predict exam questions and create practice questions.
5. Visit the Learning Assistance Center for help.
6. Call other students in your class.



# October

## 4 Monday

Math Anxiety Support Group  
F 318, 12 - 1 pm  
Men's Soccer - Illinois Benedictine (away)  
Golf - N4C v. Skyway Challenge

## 5 Tuesday

This week's video: *Last of the Mohicans*

Women's Tennis - Skyway N4C Challenge (TBA)  
Volleyball - Illinois Valley & Robert Morris, (away)

## 6 Wednesday

Health Service Open House, A362  
Free Health Screening & Immunizations  
8 am - 8 pm

## 7 Thursday

Women's Tennis - NJCAA Regionals (TBA)  
Volleyball - Kankakee & Highland (away)

## 8 Friday

Women's Tennis - NJCAA Regionals (TBA)  
Men's Soccer - Bethany Tournament (away)  
Golf - Region IV Tournament

## 9 Saturday

Horizons of Hope - ACOA Seminar  
J143, 8:30 am - 3:30 pm  
Women's Tennis - NJCAA Regionals (TBA)  
Men's Soccer - Bethany Tournament (away)  
• Football - TBA • Golf - Region IV Tournament

## 10 Sunday



# October

## 11 Monday

Columbus Day

Intercultural Week, October 11-15  
Men's Soccer - Triton, 4 pm (home)

## 12 Tuesday

This week's video: *The Crying Game*

## 13 Wednesday

Men's Soccer - Robert Morris, 4 pm (home)

## 14 Thursday

Volleyball - Moraine Valley (away)

## 15 Friday

Weekend College classes not in session  
Cultural Arts Film - *Like Water for Chocolate*  
J143, 7:30 pm  
Volleyball - College of DuPage (away) • Men's Soccer -  
College of DuPage (away)

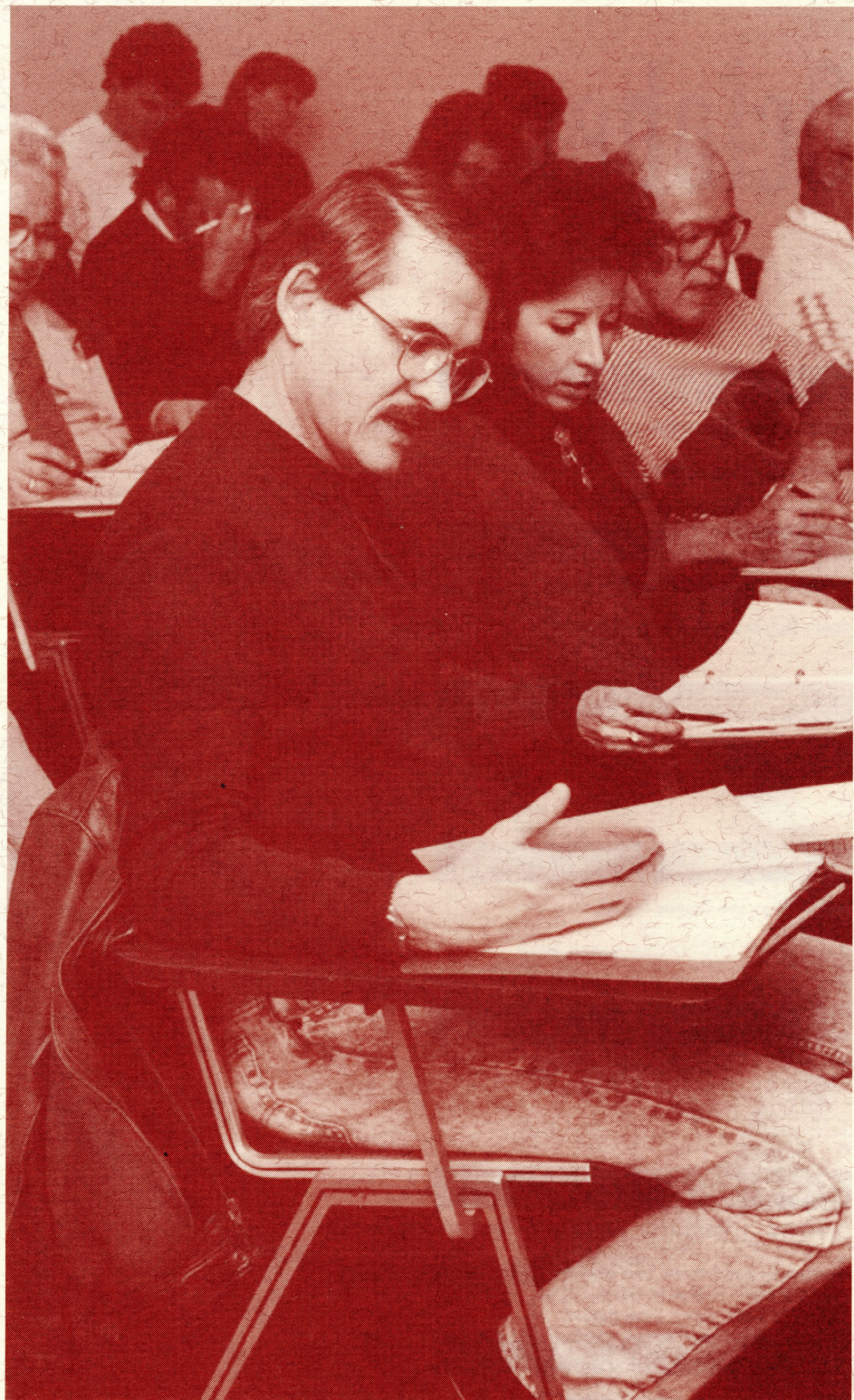
## 16 Saturday

Midterm  
Weekend College classes not in session  
Home-Based Business Conference, Building A, 8 am - 3 pm  
Volleyball - College of DuPage (away)  
Men's Soccer - Elgin, 11 am (home)  
Football - Joliet (away)

## 17 Sunday

Weekend College classes not in session  
National Collegiate Alcohol Awareness Week (Oct. 17 - 23)







# October

## 18 Monday

National Collegiate Alcohol Awareness Week (Oct. 17 - 23)

Math Anxiety Support Group  
F318, 12 - 1 pm

## 19 Tuesday

Volleyball - South Suburban & Highland (away)

Men's Soccer - Judson JV (away)

## 20 Wednesday

## 21 Thursday

Volleyball - Lake County (away)

Men's Soccer - Kishwaukee, 4 pm (home)

## 22 Friday

## 23 Saturday

Weekend College Counsel Service for currently enrolled students

Volleyball - Conference Tourney (away)  
Men's Soccer - Region IV Game 1 (TBA)  
Football - Rock Valley, 1 pm (home)

## 24 Sunday

National Adult Immunization Week (Oct. 24-30)  
Free immunizations



# October

## 25 Monday

National Adult Immunization Week (Oct. 24-30)  
Free immunizations

## 26 Tuesday

Volleyball - Oakton (away)

## 27 Wednesday

Employee Fitness Day  
11 am - 2 pm  
"Taking Care of Your Feet: From Footcare to Footwear"  
M244, 12:15 - 1:15 pm  
Men's Soccer - Region IV Game 2 (TBA)

## 28 Thursday

Cultural Arts Film - *Close to Eden*  
J143, 7:30 pm

Volleyball - Skyway N4C Challenge (TBA)

## 29 Friday

## 30 Saturday

Football - Illinois Valley, 1 pm (home)

## 31 Sunday

Halloween  
Volleyball - Round 1 (TBA)





## **Advising/Registration**

See a counselor NOW to plan your program for next semester. Check to see what courses are needed to reach your educational goal. Contact the Academic Advising and Personal Counseling Centers in D142 or I117 for information and to make an appointment.

**EARLY REGISTRATION** will begin this month. Appointment cards are necessary. A general mailing to all students will give specific information.



# November

**1 Monday**

Math Anxiety Support Group  
F318, 12 - 1 pm

**2 Tuesday**

Volleyball - Round II (TBA)

**3 Wednesday**

**4 Thursday**

**5 Friday**

**6 Saturday**

Volleyball - Finals (away)

Football - Region IV Playoffs (TBA)

**7 Sunday**



# November

## 8 Monday

Concert - Regency  
Building A, Noon

## 9 Tuesday

## 10 Wednesday

Blood Drive, A242  
8:30 am - 3:30 pm

College Fair  
Building A, 10 am - 2 pm

## 11 Thursday

Veterans Day  
Classes not in session

## 12 Friday

## 13 Saturday

Last day for withdrawals

Football - Region IV Championship (TBA)

## 14 Sunday



# November

**15 Monday**

"Coping with Stress"  
Building M, 7 - 8 pm

Math Anxiety Support Group  
F318, 12 - 1 pm

**16 Tuesday**

**17 Wednesday**

**18 Thursday**

Great American Smokeout

**19 Friday**

**20 Saturday**

**21 Sunday**



# November

**22 Monday**

**23 Tuesday**

**24 Wednesday**

**25 Thursday**

Thanksgiving Day  
Thanksgiving Vacation

**26 Friday**

Thanksgiving Vacation

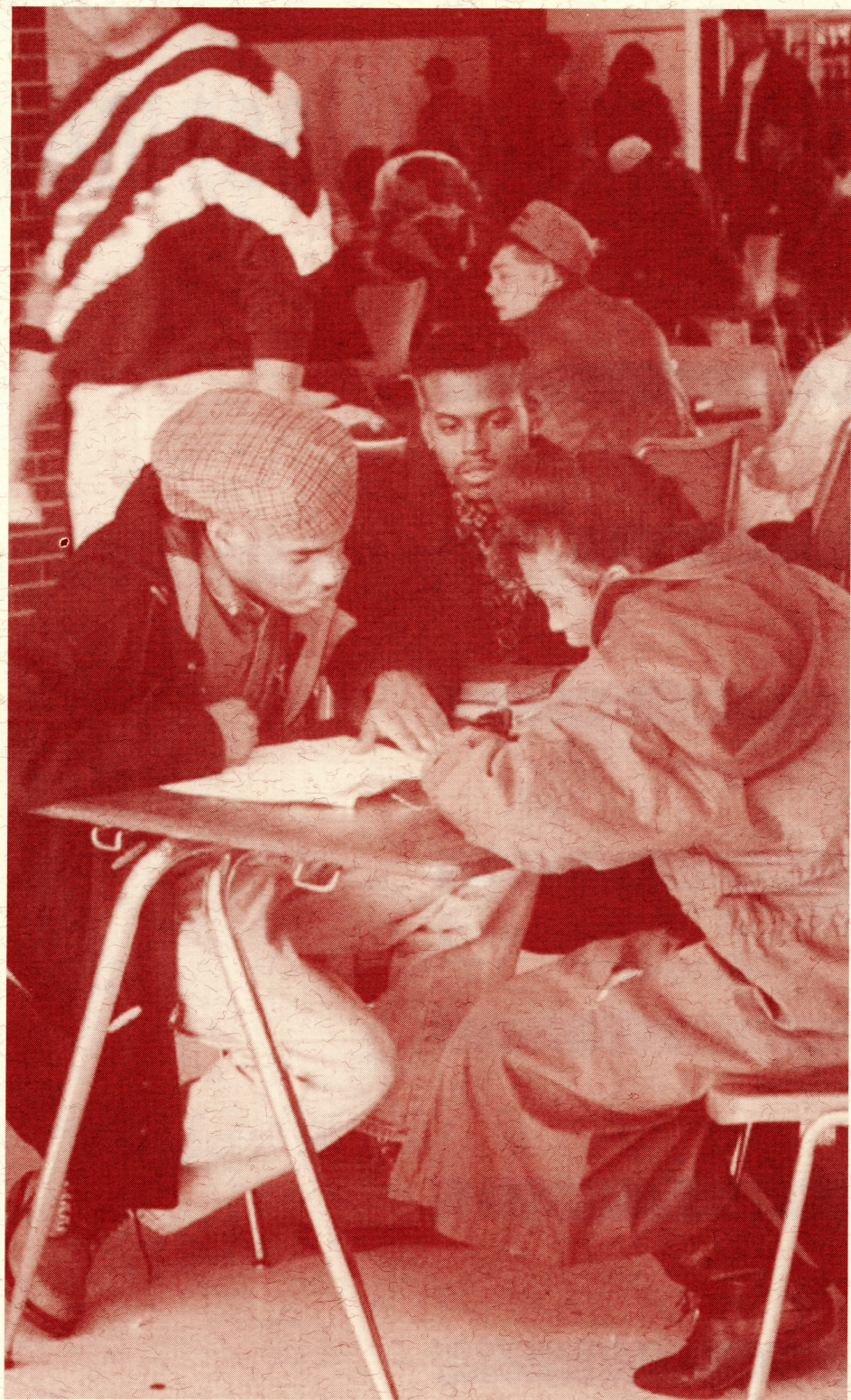
**27 Saturday**

Thanksgiving Vacation

**28 Sunday**

Thanksgiving Vacation







# November/December

## 29 Monday

Classes resume

## 30 Tuesday

## 1 Wednesday

Application deadline:  
1994 Nursing Program  
Spring 1994 EMT Course

World AIDS Day

## 2 Thursday

"Healthy Holiday Eating"  
M237, 12 - 1 pm

Cultural Arts Film - *Delicatessen*  
J143, 7:30 pm

## 3 Friday

## 4 Saturday

## 5 Sunday



# December

**6 Monday**

Math Anxiety Support Group  
F318, 12 - 1 pm

**7 Tuesday**

**8 Wednesday**

Tree Trimming Party  
Building A

**9 Thursday**

Hanukkah

**10 Friday**

Weekend College Final Exams

**11 Saturday**

Weekend College Final Exams

**12 Sunday**

Weekend College Final Exams







# December

**13 Monday**

Final Exam Week

Bookstore Buyback

**14 Tuesday**

Final Exam Week

Bookstore Buyback

**15 Wednesday**

Final Exam Week

Bookstore Buyback

**16 Thursday**

Final Exam Week

Bookstore Buyback

**17 Friday**

Final Exam Week

Bookstore Buyback

**18 Saturday**

Final Exam Week

Bookstore Buyback

**19 Sunday**

Semester break begins



# December

## 20 Monday

Christmas Week  
Office hours to be determined

## 21 Tuesday

Christmas Week  
Office hours to be determined

## 22 Wednesday

Christmas Week  
Office hours to be determined

## 23 Thursday

Christmas Week  
Office hours to be determined

## 24 Friday

Christmas Eve  
Offices closed

## 25 Saturday

Christmas  
Offices closed

## 26 Sunday



# December/January

27 Monday

28 Tuesday

29 Wednesday

30 Thursday

31 Friday

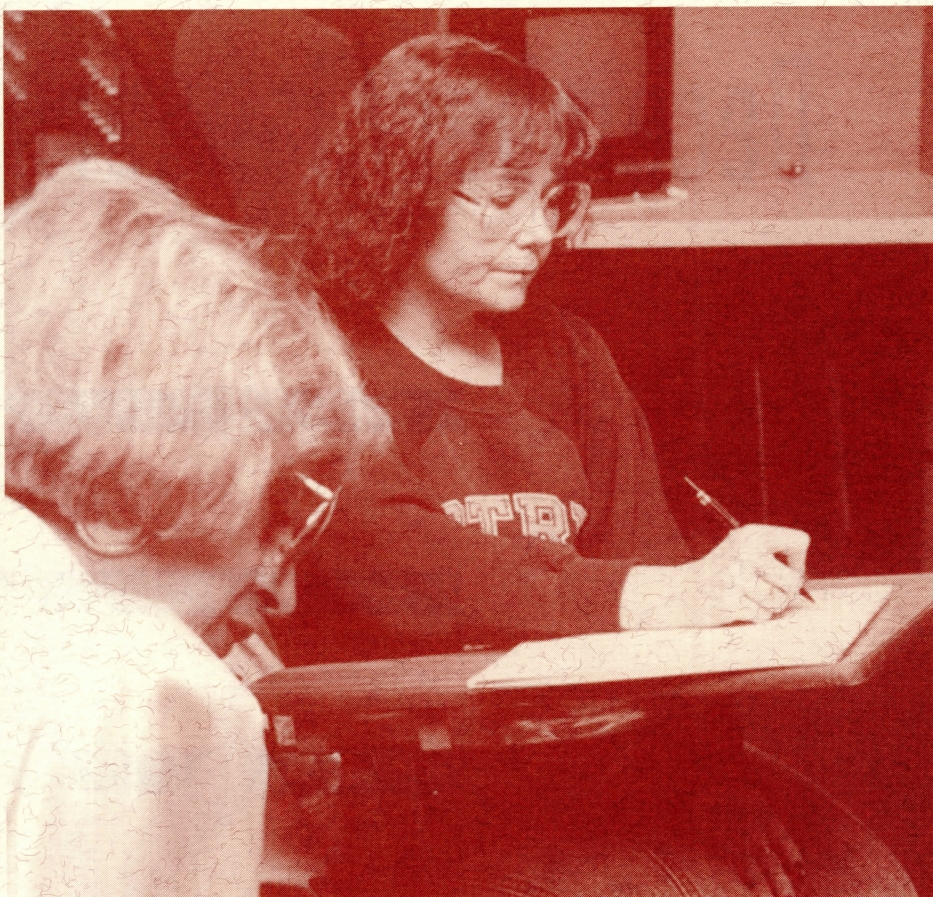
New Year's Eve

1 Saturday

New Year's Day

2 Sunday





## Meetings—A Valuable Resource

Seminars, information sessions and support group meetings at Harper are so numerous that it is virtually impossible to list them all in this semester's datebook. If you have educational or personal concerns you'd like help with, please check the datebook listings first, then ask at a Student Development Center—there may be a session already scheduled that is just what you're looking for.

If you plan to enter a limited enrollment program, you may wish to find out about the program through an information session such as the meetings held for prospective nursing students:

Nursing Program  
Information Meetings  
Building E, Room 106  
1:30-3:30 pm, third Wednesday each month

These sessions provide information about prerequisites, selection and admission procedures, required courses, costs and financial aid, time considerations and further education.

This information meeting is open to anyone interested in exploring a career in nursing and learning about Harper's LPN and ADN (RN) programs. Attendance at this meeting is a prerequisite.

Check with a Student Development Center for other valuable resource meetings scheduled for this semester.



## Textbooks and Supplies

### Bookstore

A 231, extension 2275

Mon.-Thurs. 7:45 am-7:00 pm

Friday 7:45 am-4:30 pm

Saturday 9:00 am-12:00 noon

Sundays & Holidays Closed

Hours vary during the first two weeks of classes, when classes are not in session and during the summer semester.

### Refund Policy

Save your receipts.

You may return new or used textbooks if you purchase the wrong text or drop or withdraw from a class. Textbooks must be returned within two weeks from the first day of class in the term for which they were purchased (one week for summer semester and courses which meet for eight weeks or less). Books must be accompanied by a sales receipt, and, if originally purchased new, are clean, unmarked and undamaged. Textbooks may also be returned within one week from date of purchase. Textbooks containing software must be in original packaging with software seals intact. Textbooks purchased the last two weeks of the semester are non-returnable.

General books, software and other merchandise may be returned within one week from date of purchase provided it is in the same condition as purchased and accompanied by a receipt. Study aids are non-returnable.

### Book Buyback

You may sell your books back to the Bookstore when you are finished using them.

End of semester:

The week of finals is the best time to sell your books back to the Bookstore. Fifty percent of the new price will be paid for books that will be used for the next semester (quantities may be limited). National market value will be paid for all other books. Study guides, workbooks and lab books are acceptable only if pages are intact and contain no writing.

Year round:

The Bookstore offers a year-round book buyback. Prices are determined by a national market value which is less than prices paid at the end of the semester. This will not be offered one week before each semester and during the first two weeks of classes. These books are not kept by the bookstore.

Not acceptable for buyback:

old editions  
tapes or software  
books with tapes or software  
damaged books

water damaged books  
IBM materials  
Harper printed and  
xeroxed materials



# Specialized Services

## Meet Individual Needs...

### Center for Students with Disabilities

D119, extension 2266; TDD 397-7600  
Monday-Friday 8:00 am-4:30 pm\*  
(Evenings by appointment)

The Center for Students with Disabilities provides support services for students who are deaf/hard of hearing, learning disabled, orthopedically impaired or visually impaired.

New students should make an appointment for an intake interview to receive an orientation to Harper College and the CSD office and procedures. Support services such as interpreting, tutoring and notetaking will be explained, and students can make arrangements for specialized testing, audio recorded textbooks or the use of adaptive equipment. Counseling and advising are also available.

Students requesting any of the CSD services must submit a copy of their course registration form to D119 prior to the beginning of the semester.

### Financial Aid

A364, extension 2248; veterans' extension 2254.  
Monday-Thursday 8:00 am-8:00 pm  
Friday 8:00 am-4:30 pm  
Saturday (2 per month) 9:00 am-noon\*

A comprehensive financial aid program is available, including scholarships, grants-in-aid, loans, veterans' benefits, educational opportunity grants, college work study program and other employment opportunities. See the College catalog for detailed information about financial aid opportunities, as well as the short term loans offered through this office.

### Child Learning Center

1131, extension 2262  
Monday-Friday 7:15 am-4:45 pm\*

The Child Development Program offers preschool and child care programs at the Palatine campus and the Northeast Center. See the catalog for details.

### International Students

F127, extension 2226  
Monday-Thursday 8:00 am-8:00 pm  
Friday 8:00 am-4:30 pm\*

International students are encouraged to participate in clubs and other activities on campus, especially the International Students Club. Academic, immigration and personal counseling are available from the ESL and International Student Advisor.

International and immigrant students may serve as resources to the College. Students who are interested in speaking about their native cultures and faculty who are seeking international speakers for their courses are urged to contact the ESL and International Student Advisor.

### Women's Center

P124, extension 2560  
Monday-Friday 8:00 am-4:30 pm\*

Individuals and groups can come to the Women's Center to discuss issues, needs, values and plans. Coffee, campus information, resources and referral information are available. Men as well as women are welcome to use the facility.

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# And Help You Toward Academic Success

## Learning Resources Center

Building F, extension 2584

Beginning August 23

Monday-Thursday	8:00 am-10:00 pm
Friday	8:00 am-4:30 pm
Saturday	9:00 am-3:30 pm
Sunday	1:00 pm-5:00 pm
November 11	8:00 am-4:30 pm
December 20-23	8:00 am-4:30 pm

Closed

September 6

November 25-28

December 18

The Learning Resources Center is centrally located in Building F. Housed on the first floor is the media collection consisting of videotapes, films, audiotapes, compact disks, slides and realia. Students can view and/or listen to the materials using the latest equipment in the area adjacent to the media desk.

Located in the second floor Library are the periodicals, print collection, reference, interlibrary loan and related services. Using a computerized on-line catalog and computerized indexes, students can perform research efficiently and effectively. Reference librarians are available to assist students whenever classes are in session. Use the LRC! It can make a difference in achieving academic success at Harper College.

Coin-operated photocopiers are also available in the Library for student use.

## Progress Check

Be aware of your academic progress in every class you are taking. Ask your instructor for help if you are experiencing difficulty in any of your classes. Free tutoring is also available in the Tutoring Center in F132. If you find you need to drop a course, remember to do so in the Registrar's Office before the last day for withdrawals, as listed. If you fail to do so, you will receive an "F" grade in the course, instead of a withdrawal "W" designation.

## Progress Report

The Academic Advising and Counseling Centers in D142 and I117 can check a student's progress toward graduation with a new computer system. Stop in to request a report which will show your progress toward a Harper College degree.

## Planning to Transfer?

It is not too soon to start the process!

Seminars on transferring and visits by college representatives are scheduled throughout the year. Student Development counselors can also answer your questions. For a schedule of seminars or appointments with a counselor, call one of the Academic Advising and Counseling Centers in D142, extension 2393, or I117, extension 2522.

Use the DISCOVER computer program located in the Career and Personal Development Center, A347, or the GIS computer program, D142 and I117, to help you find a college to match your needs and interests.

## Grade Point Average (GPA)

Most colleges base grades on a 4-point scale, with points assigned to each grade (A=4, B=3, C=2, D=1, F=0). To compute your GPA for one term you need only complete three simple mathematical steps: multiply, add, divide. Multiply the number of points representing the grade you receive for each course times the number of credit hours for the course. Add the points for all courses to determine the total number of points earned for the term. Divide the total points by the number of credit hours attempted that term. The result will be your GPA, also called the cumulative average or grade point ratio (GPR). College catalogs show how the system may differ at individual schools.

## Grading System

Most colleges use the A through F system. A is the highest grade and F means failure. A through D are passing grades for which you will earn points and credits. At some schools, however, courses with D grades may not transfer. Also, most colleges require a minimum 2.0 GPA or C average for graduation, and you may lose financial aid, housing and other benefits if your GPA falls below a certain level. Low GPAs may also lead to dismissal or suspension. Some schools have a pass/fail (P/F) or satisfactory/unsatisfactory (S/U) grading option and an incomplete grade (I), representing work not completed during the term it was taken.

\* Hours may vary between semesters and during summer and holidays.



# Services To Help You Begin Your Program..

## Admissions Office

C101, extension 2506

## Registrar's Office

A213, extension 2500

Monday-Thursday

8:00 am-8:00 pm

Friday

8:00 am-4:30 pm

Saturday

9:00 am-noon\*

Contact the Admissions Office for an application, College catalog or admission information. The Registrar's Office handles grade reports and transcripts, graduation requirements, transfer of credit and tuition refunds. Student Development faculty in D142 and I117 can also help you find answers to your questions.

## Assessment and Testing Center

A148, extension 2541

Monday-Thursday

9:00 am-8:00 pm

Friday

9:00 am-4:00 pm

Saturday

9:00 am-noon\*

- Math, English and reading assessment tests for new students
- Tests for telecourses and independent study programs
- Departmental proficiency and CLEP tests
- Entrance exams for limited enrollment programs
- ACT and GED Testing

## Center for New Students and Orientation

F132, extension 2208

Monday-Wednesday

8:30 am-8:00 pm

Thursday-Friday

8:30 am-4:30 pm\*

The Center for New Students and Orientation assists prospective and new students with information and counseling concerning application procedures, courses and programs of study, support services, student activities and registration for classes. This center also coordinates New Student Orientation programs prior to the beginning of each semester.

During the first few weeks of the semester, new students may contact the Center with questions or concerns regarding:

- Dropping or adding classes
- Difficulties with a class or instructor
- Adjusting to college life
- Harper's services

If you know someone interested in taking classes at Harper College, refer him or her to a General Information Session for prospective students. Call to reserve a seat at one of these daily sessions. Sessions designed specifically for the older adult student are also available.



## And Improve Your Skills

### The Learning Assistance Center

FI 19, extension 2715

Monday-Friday 8:00 am-4:30 pm\*

**Free Tutoring**—in over 60 subjects individualized or in a group  
peer tutors and professional tutors  
Call the Tutoring Center, extension 2539.

**Writing Improvement**—courses and individual support

CMN 097— spelling improvement (1 credit)

CMN 098— vocabulary improvement (1 credit)

ENG 098— basic writing skills, on computer  
(3 credits)

Open writing lab— get help with writing assignments (3 credits)

### Reading Improvement

RDG 090— basic reading skills

RDG 097 and

RDG 099— college-preparatory reading (helps with reading required in college classes)

RDG 100— provides strategies for effective reading in the technologies  
(3 credits)

RDG 105— improves reading speed and comprehension of college material  
(2 credits)

### Learning Skills

PSY 106— improves all skills necessary for success in college (3 elective credits)

Computerized analysis available:

your learning **STYLE**  
your learning **POTENTIAL**  
and **MOTIVATION**  
test performance analysis

Individualized or group sessions on learning needs.

### The English as a Second Language Department

FI 27, extension 2226

Monday-Thursday 8:00 am-8:00 pm

Friday 8:00 am-4:30 pm\*

The ESL Department offers courses for students whose native language is not English.

Courses in listening, speaking, reading, and writing are offered at various proficiency levels. All courses focus on English for academic purposes. Nonnative students having language difficulties in their courses should contact the ESL and International Student Advisor.



\* Hours may vary between semesters and during summer and holidays.



# Harper Can Help You Find a Job for Today...

## Career and Personal Development Center

### Employment Services

A347, extension 2720

Monday-Thursday

8:30 am-8:00 pm

Friday

8:30 am-4:30 pm\*

Employment services provided within the Center assist students with their employment needs while in school and after graduation.

Employment services personnel serve as a liaison between Harper College students and alumni and potential employers. Services include:

### Computerized Job Matching

The computerized job matching system refers students and alumni directly to the employers seeking personnel. Candidates will be matched with job opportunities according to their interests, experience, education and geographical preference. Twice a week, candidates will be mailed job opportunities which match their qualifications.

### Job Opportunity Bulletin and Listings

The weekly bulletin contains current job openings and is circulated throughout the campus. All current job opportunities also are posted on the bulletin board outside the Career and Personal Development Center. Visit the center for further information regarding the jobs available.

### On-Campus Student Employment

Working on the Harper College campus is one good way to become involved. Meet new people, learn something and have some fun, all while making extra money. There are job opportunities in most campus offices to which you can probably match your skills and interests. For more information, check with the offices that interest you or stop in the Financial Aid Office. Some College offices post their on-campus student employment openings on the bulletin boards outside the Career and Personal Development Center.

## Working While You are in School

Most Harper College students work, balancing study and work responsibilities very well. To be successful at combining these, keep in mind that it is necessary to limit the number of credit hours you register for according to the number of hours you work. Good time management techniques are also necessary. The following table is 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 semester hours
10-19 hours	10-13 semester hours
20-29 hours	7-9 semester hours
30-39 hours	4-6 semester hours
40 hours and above	1-3 semester hours

If you feel you'd like some help with managing your work/study load, stop in one of the Student Development Centers in D142 or I117.

### Job Search Assistance

Workshops on job search skills, resume writing and interviewing techniques are held throughout the semester. Individual assistance also is available for specific job-hunting concerns.

### Job Hunting Tips

- Sign up for Harper's computerized job matching system.
- Have a clear job search goal—know what you're looking for before you begin.
- Know your product—you!
- Be prepared to work hard. Looking for a job is a job itself.
- Don't rely on the Sunday classified ads alone. Only 10 percent of all available jobs are listed through ads. The "hidden" job market can be tapped by utilizing area Chambers of Commerce, the Yellow Pages, employment agencies and especially personal contacts or networking.
- Be persistent!



## Or a Career for the Future

### Career and Personal Development Center Career Planning Services

A347, extension 2220

Monday-Thursday

8:30 am-8:00 pm

Friday

8:30 am-4:30 pm\*

The Career and Personal Development Center offers many career planning services to Harper students and alumni. These services include:

- Individual career counseling
- Interest, personality and aptitude testing
- Career resource center materials including books, videos, brochures and periodicals
- DISCOVER, a computerized career guidance program

Weekly seminars are offered throughout the semester covering job search and career interest topics. Please contact the Center, extension 2220 for specific dates and times of the following seminars.

**Resume Writing** — Presents the essentials of organizing the right resume and cover letter for your needs.

**Effective Interviewing** — Teaches how to best present yourself to an employer in an interview.

**Career Change** — Identifies strategies that can be helpful in making a career change.

**Job Search/Techniques** — Covers networking, research skills, job-sourcing and organizing your campaign.

**Career Interest Testing** — Identifies and interprets your strengths and interests.

**Career Center and Job Search Open Lab** — Provides a block of time for walk-in assistance regarding the job search process.

**Job Search/Open Forum** — Provides a one-hour forum to answer any question related to the job search.

**Mock Interviews** — Allows you to role-play as a candidate for a job opening, with an opportunity to be videotaped and critiqued.

**For students, all seminars, with the exception of Career Interest Testing, are free!**

The Center also provides personal counseling services to students and community counseling services to district residents. See page 39.

### Cooperative Education

Cooperative Education provides part- or full-time work experience and from two to five hours of academic credit. The College will assist students in finding employment in their majors or field of interest. A training plan is then developed through a team effort by the employer, student and co-op faculty advisor. For enrollment guidelines, contact the Cooperative Education office in A347.

### Career Transition Assistance

Persons facing a change in careers, in-depth workshops in interviewing, resume writing and career assessment are available. In addition, businesses seeking outplacement services for their employees may contact the Career Transitions program at Harper's Northeast Center, 708/459-8233.

\* Hours may vary between semesters and during summer and holidays.



## Services to Meet Health and Counseling Needs

### Health Services

A362, extension 2268

Monday-Thursday

8:00 am-9:00 pm

Friday

8:00 am-4:30 pm\*

The Health Services staff is committed to promoting your total health and well-being.

Registered nurses staff Health Services and a physician is available on a part-time basis. The following health services are available without charge to students:

- Treatment for minor injuries and illnesses
- Testing services including strep throat, mononucleosis, pregnancy, sexually transmitted diseases, and vision and hearing screening
- Allergy injections
- Medication for minor illnesses
- Information and counseling for personal health concerns
- Wellness programs and activities
- Health education literature
- Temporary medical parking permits
- A rest area

All visits to Health Services are strictly confidential!

### Drug, Alcohol, Wellness Network (DAWN)

A362, extension 2626

*Is*—An innovative, free and confidential proactive prevention program for alcohol and other drug abuse.

*For*—Harper College students, faculty, staff and community

*Promotes*—Healthy lifestyles and responsible choices through education, awareness, support, prevention, services and fun activities.

*Encourages*—Student participation with planning and implementation.

*Provides*—Resource materials, Counseling and referral, BACCHUS Club (national student organization), National Collegiate Drug and Alcohol Awareness Weeks, Drug Awareness Programs, 12 Step Support Group (AA), Counselor-led Support Groups, and Horizons of Hope Annual Seminar.

### Dental Hygiene Clinic

D191, extension 2534

The Dental Hygiene Clinic offers a variety of services at minimal charge to adults from the Harper community.

Treatment provided by advanced students under the supervision of licensed hygienists and dentists includes:

- Examination and cleaning of teeth
- Fluoride treatments
- Examination for gum disease
- Oral hygiene instruction
- Radiography (x-rays and report can be sent to patient's private dentist)

Call for an appointment.

### Career and Personal Development Center

#### Personal Counseling

A347, extension 2577

Counseling hours by appointment

Student development faculty provide personal counseling individually and in groups to students who are not making satisfactory progress. Students who need to talk with someone about interpersonal, social or emotional concerns may make an appointment with a counselor, or may participate in a group counseling program. Some current group themes deal with substance abuse, personal growth or eating disorders, including the new healthy eating program.

#### Community Counseling Center

A347, extension 2577

Counseling hours by appointment.

The Harper College Community Counseling Center provides assistance to non-student members of the community by offering individual, marital, family and group counseling in addition to vocational testing and career guidance. Call for information regarding fees and appointments.



### **Academic Advising and Counseling Centers**

D142, extension 2393

Monday-Friday	8:30 am-4:30 pm
Counselors available	9:00 am-4:00 pm

1117, extension 2522

Monday-Wednesday	8:30 am-8:00 pm
Counselors available	9:00 am-7:30 pm
Thursday-Friday	8:30 am-4:30 pm*
Counselors available	9:00 am-4:00 pm

### **Educational Planning**

Two centers, located in D142 and 1117, help students with their educational plans. These centers maintain a collection of catalogs and information on other colleges for students who plan to transfer. There are also collections of informational materials on both career and transfer programs.

Some of the questions with which you may receive assistance in D142 or 1117 are:

Which course should I take for my major?

How many credit hours should I take next semester?

Which four-year schools offer my major?

What are the requirements for my career program?

What requirements must I meet before transferring to the school of my choice?

How can I get help with academic difficulty?

Are my educational goals appropriate for my needs?

### **Office of Community and Program Services**

C102, extension 2591

Monday-Friday	8:00 am-9:00 pm
Saturday	8:00 am-4:00 pm
Sunday	noon-4:00 pm*

The Office of Community and Program Services coordinates a wide variety of services and programs. The office also provides information and schedules of continuing education programs across the College. See the campus directory for phone numbers of the following services:

### **Weekend College and Weekend Services**

The Office of Community and Program Services assists students, faculty and visitors during weekend hours. Information, counseling and procedures relating to Weekend College credit, continuing education and special programs or conferences are available. An information session and an open house are held each semester for Weekend College credit students.

### **Youth, Young Adult and Older Adult Programs**

Students age 50+ have many opportunities for both credit and continuing education classes and activities. Programs for younger students include P.E.A.K. summer activities for students ages 11-14, an introduction to astronomy through Starlab and the High School Cooperative.

### **Extension Centers**

Credit and continuing education classes are held at sites throughout the Harper College district. Extension sites include the Northeast Center, Barrington High School, Buffalo Grove High School, Carl Sandburg Junior High School, Elk Grove High School and Hoffman Estates High School. For more information, call 708/537-8660.

\*Hours may vary between semesters and during summer and holidays.



## Student Life

There is more to college than attending classes! Harper offers an extensive student activities program in which students of all ages, backgrounds and interests may participate. This program 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.

Throughout this section the word "student" refers to credit students who have paid an activity fee. Membership in campus organizations is open only to these students. As an academic institution, the College reserves the right to set academic and credit hour requirements for its student leaders.

### Student Activities Office

A336, extension 2242

Hotline for a schedule of events:  
extension 2552

Monday-Friday      8:00 am-4:30 pm\*

Many of the programs and services listed on the following pages are coordinated by the Student Activities office. Contact them for further information on specific programs, unless otherwise noted.



**Bonnie Henry**  
Vice President, Student Affairs



**Jeanne Pankanin**  
Director, Student Activities



**Michael Nejman**  
Student Activities Coordinator

\*Hours may vary between semesters and during summer and holidays.



## Student Activity Fees

Student activity fees support the following programs and services:

1. The cultural arts series of lectures, films, concerts, theater and art exhibits as listed in the college community programs and activities calendar. Students are admitted either free or for a nominal admission price to these activities.

2. Social programs of popular films, concerts, coffee houses, afternoon activities, special events, etc., as listed in this datebook and on the activity calendar. Students are admitted free or for a nominal admission price.

3. Intercollegiate and intramural sports. Students are admitted without charge to all athletic events on campus and to open recreation hours in Building M.

4. Student publications. The weekly student newspaper, *The Harbinger*, and annual visual arts/literary magazine, *Point of View*, are available to students at no charge.

5. Other publications such as the college/community programs and activities calendar and the Handbook/Datebook, are also available at no cost to students.

6. Health Services. Student activity fees partially fund the services of a physician who is available to students.

7. Students may become involved in clubs on campus such as curricular and special-interest groups, the student government, the radio stations the speech team, the pom pon and cheer-leading squads, and the college bowl.

8. Discount tickets to Chicago area theaters, movies, sporting events, amusements and other attractions are offered on a seasonal basis to Harper students.

9. Short-term loans of up to \$50 are available to students for emergency expenses. These loans must be paid back within 10 days.

10. Legal Services. Students may obtain free legal advice from practicing attorneys.

11. Other activities/program services approved by the Student Senate that benefit the student body.

## Activity Cards

Activity cards are issued to all students who pay an activity fee. These cards must be carried at all times and may be used for admission to social, cultural and athletic events; for voting in student elections; for using the Game Room; and for other activities that require identification. Students may be asked to show a driver's license in addition to the activity card to verify identification. A student who loses an activity card must report the loss to the Business Office and pay a \$2 replacement charge. A new activity card is issued each semester after registration and payment of fees.

## Box Office

The Harper College Box Office, in J135, sells tickets for all Harper activities except athletic events. It is open Monday through Thursday from 10:00 am-7:00 pm; Friday (except during the summer) from 10:00 am-4:30 pm; Saturday from 10:00 am-1:00 pm; and prior to every event at the location of that event. Cash, checks, Visa, MasterCard and Discover are accepted.

To purchase tickets by phone, call extension 2547. To purchase tickets by mail, send check or money order to Harper College Box Office, 1200 West Algonquin Road, Building J, Room 135, Palatine, Illinois 60067-7398.

Discounts to local amusements (movie theaters, Medieval Times) are available to Harper students and employees with valid ID/activity cards. However, they must be purchased in person.

For information about upcoming events, call extension 2552.



## Cultural Arts Series

The cultural arts series provides the College with programs representative of the various arts — dance, art, drama, film and music — in addition to a forum for the discussion of issues and ideas through its lecture series. Financed by student activity fees, these programs are planned by a student/faculty cultural arts committee and are scheduled regularly throughout the year. Other social programs including concerts, films, videos and special events are planned by Program Board.

## The College Center

Many of Harper's lectures, concerts, informal discussions, dances, meetings, conferences and other activities are held in the College Center. Its facilities include a food service area, game room, video arcade, TV area, lounges, meeting rooms and offices for student government, clubs and organizations, student publications, student development, health services and financial aid.

To insure efficient use of the facilities, the following building policies have been established:

- Playing cards or table games, visiting and studying are not permitted in the College Center dining hall between 10:30 am and 1:30 pm. The second floor lounge and third floor game room may be used for these activities at any time, however.
- Students are expected to be respectful of others who are using the facility.
- Students are not allowed to sleep in the lounges. A rest area with sleeping cots is available in Health Services, A362.
- Regulations governing the use of the game room are posted in that area.
- Programs are occasionally held in the College Center that may require the relocation of students from one area to another. In such cases, regulations will be posted or announcements will be made indicating the affected area. The fireplace, lounge area and game room may be closed during formally scheduled activities in the lounge.

## Bulletin Boards and Publicity

Announcements of college events can be found in the weekly Bulletin, on the closed circuit television monitors and on bulletin boards. Bulletin boards may not be used to announce non-Harper for-profit events.

Publicity must be approved by the Student Activities office and may be hung or distributed only in designated locations. Recommended poster size is 11" x 17", but larger posters will be allowed if space is available. A poster service is also available through the Student Activities office. A two-week lead time is requested for posting and the poster service. The name of the organization sponsoring an event must appear on all publicity material. Generally, posters will be displayed for a period not to exceed two weeks. Exceptions to these regulations may be requested through the Student Activities office. Requests to announce College events on the closed circuit television monitors may also be made through the Student Activities office.



## Athletics and Sports

Whether you're interested in serious athletic competition, getting in shape or just having fun, the Physical Education, Athletics and Recreation Division offers many classes, programs and activities just right for you.

### Facilities

Building M houses a six-lane pool, a large gym with courts for basketball, volleyball and tennis, an indoor track and five wood-floor racquetball courts. In addition, Harper College has a high-tech Nautilus fitness center and separate Olympic weight room. Outside there are fields for softball, baseball, football and soccer, a seven-lane, all-weather running track and 12 tennis courts.

### Campus Recreation Program

Students, faculty and staff may use the excellent Building M facilities free of charge during the following times:

#### Swimming Pool

Monday-Friday	12:00 noon-1:30 pm
Tuesday/Thursday	6:00 pm-7:00 pm*
Saturday**	10:00 am-4:00 pm*
Sunday**	10:00 am-4:00 pm*

#### Gymnasium

Monday-Friday	11:00 am-1:00 pm
Tuesday/Thursday	7:00 pm-10:00 pm*
Saturday**	10:00 am-4:00 pm*
Sunday**	10:00 am-4:00 pm*

#### Weight Room

Monday-Friday	11:00 am-1:00 pm
Tuesday/Thursday	4:00 pm-10:00 pm*
Saturday**	10:00 am-4:00 pm*
Sunday**	10:00 am-4:00 pm*

#### Racquetball/Wallyball courts are available for \$5 an hour:

Monday-Friday	11:00 am-1:00 pm
Tuesday/Thursday	4:00 pm-10:00 pm*
Saturday**	10:00 am-4:00 pm*
Sunday**	10:00 am-4:00 pm*

\*Facilities are also open to the community at this time. Contact the Physical Education office for details.

\*\*Selected Saturdays and Sundays

This schedule may vary each semester. For more information, contact the Physical office, M219, extension 2466.





Human Performance Laboratory

The Human Performance Lab offers free services in the areas of body fat analysis, blood pressure monitoring and a computerized health status profile, and free seminars on a variety of health topics.

On a fee basis, services are available for students in need of exercise stress testing (physician supervised), a physical fitness assessment and detailed exercise prescription, blood fitness assessment for cholesterol and glucose levels and/or nutritional counseling.

For students with cardiovascular limitations, there is a comprehensive exercise and nutrition-based program offered in conjunction with Northwest Community Hospital in Arlington Heights.

Contact the Human Performance Lab in M232a, extension 2468, for information and seminar registration.

Intramurals

The structured intramural program includes men's and women's sports leagues, distance runs, contests, tournaments and clinics. Intramural activities are available in M214 and at the Information Center in Building A, or contact the coordinator of intramurals, M219, extension 2963.

Intercollegiate Athletics

Harper is a member of the North Central Community College Conference (N4C) and the National Junior College Athletic Association (NJCAA).

To participate in a sport, a student must be eligible according to the rules of the conference and respective athletic associations. Each student must also furnish an acceptable record of a physical examination taken within one year of participation.

Interested students should contact the coach of that sport to determine eligibility status. Additional information is available from the coordinator of athletics. Call extension 2466.

Sport	First Official Practice	Daily Practice Times
Football	August 12	3:00 pm
Cross Country	August 15	3:00 pm
Men's Soccer	August 15	3:00 pm
Women's Tennis	August 15	3:00 pm
Women's Volleyball	August 15	3:00 pm
Men's Basketball	October 15	3:00 pm
Men's Wrestling	October 15	3:00 pm
Men's and Women's Swimming	October 15	2:00 pm
Women's Basketball	November 1	3:00 pm
Baseball	March 1	3:00 pm
Tennis	March 1	3:00 pm
Track	March 1	3:00 pm
Women's Softball	March 1	3:00 pm
Women's Track and Field	March 1	3:00 pm



## Legal Service

Practicing attorneys are available to advise full- and part-time students who have paid an activity fee.

An attorney will be available for about five hours each week during fall and spring semesters and for a few hours in the summer session. The service is intended to help educate students to recognize legal problems and to facilitate their resolution. The attorney will not provide legal representation during the above hours. However, he or she will answer questions on any legal problem the student may have, advise the student as to his or her rights/legal liabilities and determine how a question/problem can best be resolved.

The attorney shall not be required or permitted to provide services to any person if that service 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 manner 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.

The legal service is funded by student activity fees. Students may make an appointment to see the attorney by contacting the Student Activities office. Students without appointments can see the attorney on a walk-in basis if time permits.

## Distribution of Literature

Individual students, student organizations and/or non-students 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 with 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, and speeches are subject to the "Speakers Policy," both in the Policies section of this handbook/datebook. No direct solicitation of funds or distribution of campaign fund raising literature is permitted on College premises. Permission to appear at the campus does not imply College endorsement of a candidate or an issue.

This procedure may be revised. Contact the Student Activities office for current procedures.

## Public Safety Department

The Public Safety Department is a service designed for the safety and protection of the College community. Responsibilities of the office include traffic control, parking lot patrol, building security, emergency first aid, a lost and found service and emergency assistance as required.

Public safety officers have the same authority as municipal police officers, including the authority to make arrests. All crimes and motor vehicle accidents that occur on campus should be reported to Public Safety immediately.

For parking permits or non-emergency information, contact Public Safety in Building B, extension 2330 or 2491. The emergency extension for Public Safety is 2211.



## Clubs and Organizations

Interested in joining a group on campus? Try one of the organizations listed below or start a group of your own. Pick up a petition in the Student Activities office, have it signed by 10 interested students, select a faculty advisor and return the petition.

Association of Legal Students  
Astronomy Club  
BACCHUS Club  
Biological Society  
Brothers and Sisters in Christ  
Cheerleaders  
Chess Club  
Chinese-American Club  
Collegiate Illinois Association of the Deaf  
Computer Information Systems Club  
Food Service Club  
Future Secretaries Association  
Gay, Lesbian and Bisexual Students of Harper  
Geology Club  
German Club  
*The Harbinger*  
Harper's Bizarre  
Harper College Dance Company  
Hindu Student Association  
Honors Society  
Horticulture Club  
Hot Steel Pan Club  
International Students Club  
Intervarsity Club  
(Harper Christian Fellowship)  
Latinos Unidas  
Le Cercle Francais  
Literature Club  
Muslim Students Association  
Phi Theta Kappa  
*Point of View*  
Political Science Club  
Pom Pon Squad  
Program Board  
Psychology Club  
Race Unity Club  
Science Fiction and Fantasy Club  
Sigma Delta Mu  
Sign Language Club  
Speech Team  
Spread Eagle Ski Club  
Stop AIDS-Harper  
Student Ambassadors  
Student Nurses Association of Illinois  
Student Senate  
Theatre  
Video Games and CD-Rom Multi-media Club  
Vision Club  
WHCM

## 25th Anniversary Reaffirmation of Student Clubs and Organizations

Students learn in many ways, and much learning can occur outside of the classroom. Through involvement in groups like student government, student media, program board, speech team, theatre and numerous other groups, students are exposed to information about responsible citizenship, service to others, budgeting and financing, managing people, valuing diversity, problem-solving, and other leadership skills and values useful to them in home, work, community and social life. Information about these ideals is more often "caught" than "taught," yet their fundamental importance is mentioned in Harper's "Preferred Future" document, our Mission Statement and Board Policy Manual.

The authority and responsibility for recognizing such groups is delegated by the Board of Trustees to the Vice President of Student Affairs. The Vice President and administration exercise oversight of all parameters governing student groups (for example, minimum number of credit hours, minimum GPA, term limitations, grants of authority, all procedures, and so forth). At 25 years of age, Harper College is still a young and evolving institution. Wherever procedures or processes are cumbersome or unclear, the administration will strive to clarify and continually improve them, soliciting student input and advice where appropriate.

Student clubs and organizations are basic to campus life and to building a sense of community. Harper College is proud of its past and eager for the future.

Dr. Bonnie Henry  
Vice President of Student Affairs



## Program Board

The Program Board is responsible for all social programs on the campus and has booked such acts as Heart, Steve Martin, the Psychedelic Furs, Jay Leno, Richard Marx, Joan Jett, Toad the Wet Sprocket, Gin Blossoms, Carrot Top and Journey.

The board consists of a president, administrative assistant and four appointed committee chairmen and is responsible for afternoon activities, concerts, videos, films and special events. Program Board members are selected during the spring and fall semesters and their input is designed to encourage students to explore new and creative ideas for programming. Serving on the Program Board is an excellent opportunity for students to become acquainted with the entertainment field and develop marketing and promotion skills.

Additional art, drama, film and music programs are scheduled through the Cultural Arts Committee.

## Student Ambassadors

Selected students can assist new and prospective students of the College through the Student Ambassador Program.

Following a training period, Student Ambassadors participate in a variety of recruitment and new-student contact activities including campus tours, special telephone campaigns to prospective and new students, newstudent orientation activities and participation in presentations to prospective student groups.

The program is under the direction of the Admissions Office and the Center for New Students and Orientation.

For further information about the program, contact the Admissions Outreach Coordinator at extension 2247.

## Student Government

Students are encouraged to become actively involved in the College by participating in the Harper College Student Senate (HCSS), which represents Harper students to the faculty, administration and Board of Trustees in the formulation of policies that affect students.

The HCSS also recommends allocation of student activity fee funds, appoints students to College committees, reviews and recommends changes in College policy and promotes general student welfare.

The Harper College Student Senate (HCSS) is an elective body composed of the student trustee as senator with voting privileges plus one senator with voting privileges and two ex officio representatives who represent the following divisions/areas:

Academic Enrichment and Language Studies  
Business and Social Science  
Continuing Education  
Liberal Arts  
Life Science and Human Services  
Physical Education, Athletics and Recreation  
Student Development  
Technology, Mathematics and Physical Science

The election of senators, president and vice president is in the spring semester in the same election as the student trustee.

The treasurer, secretary and public relations director are nominated by the president and vice president and ratified by the HCSS.

Further information on the election process and roles and responsibilities of representatives, senators and the HCSS is available from the Student Activities office or from the Student Senate's faculty advisor, Sharon Alter.



## Student Trustee

A law passed by the Illinois legislature provides for non-voting student representation on all boards governing higher education — including two-year community colleges and four-year institutions. Effective October 1, 1973, the law stipulates that each college's Board of Trustees shall have one member who is a student enrolled in the college and whose term of office is for one year beginning and ending on April 15.

A campus-wide referendum held at Harper College later determined that the student trustee be elected by a popular vote of the student body each spring. The Student Activities office is responsible for conducting the elections, with input from an election committee.

To qualify as a student trustee, a candidate must be a registered Harper student (nine or more credit hours) during both the fall and spring semesters; reside within Harper District 512; and not have previously served as a student trustee. He or she must also assume the rights and responsibilities of a duly-elected board member except that he/she may not vote. The student trustee:

1. is allowed to make and second motions,
2. is admitted to all sessions of the Board,
3. receives the same materials that elected or appointed Board members are given,
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 by the Board. However, he or she may serve on the Student Senate, on institutional committees or on Board committees.

A complete listing of qualifications is available in the Student Activities office.



Susanne Havlic  
*The Harbinger Advisor*

## The Harbinger The Student Newspaper

*The Harbinger* is the campus newspaper by and for the Harper community. Written, edited and produced by students, *The Harbinger* is published 16 times in both the spring and fall semesters.

Students may apply for positions as editors, writers, photographers, layout designers, graphic artists, advertising salespersons or account personnel. The newspaper is written and designed on Macintosh computers using Microsoft Word, Pagemaker, FreeHand and SuperPaint software.

*The Harbinger* is affiliated with the Associated College Press, the College Media Advisers and the Illinois Community College Journalism Association. Staff members participate in regional community college journalism competitions and may participate in regional and national college newspaper conferences and competitions.

*The Harbinger* has recently won national and regional awards for layout and design, news coverage and overall excellence. For further information contact *The Harbinger* editor in chief, A367, or the faculty advisor, Susanne Havlic



## Theatre

The Harper College Theatre provides students with experience in all aspects of theatre production. Two major productions are staged each year and auditions are open to interested Harper students. Productions include musicals, dramas and comedies. Questions about theatre activities on campus should be directed to Mary Jo Willis, A139, extension 2448.



Mary Jo Willis  
Director of Theatre

## Speech Team

The Speech Team welcomes any student who wishes to participate in public speaking and interpretive events (persuasive, informative, extemporaneous, impromptu, after dinner, communication analysis, prose, poetry, duet acting and readers' theatre). The team travels to approximately seven contests each year against other area community colleges and four-year universities. Tuition rebates may be available for Speech Team members. Interested students should contact faculty advisors Marcia Litrenta or Patricia Kalanquin, extension 2284.



Marcia Litrenta  
Speech Team Advisor

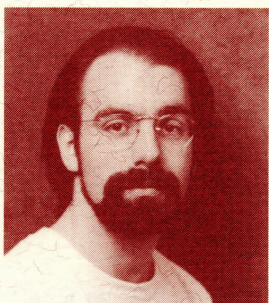


Patricia Kalanquin  
Speech Team Advisor

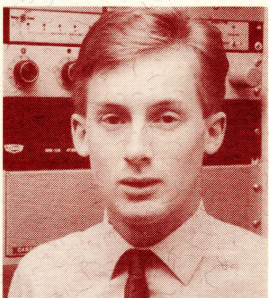




Frank Smith  
*Point of View* Literary Advisor



Paul Smith  
*Point of View* Visual Arts Advisor



Tom Schnecke  
WHCM Advisor

## **Point of View**

*Point of View*, a literary and art magazine, is generally printed each year in the spring. Material for publication is accepted in both the fall and spring semesters. Students interested in submitting materials or assisting in production should contact Dr. Frank Smith, Liberal Arts Division, F348b, extension 2777.

## **WHCM Radio**

WHCM, the student radio station, is managed, staffed and operated by degree-credit students. The closed circuit system broadcasts in the College Center and other buildings on campus and operates on the College's cable channels. WHCM is currently seeking FCC approval for over-the-air broadcasting. The station is run in accordance with FCC rules and campus regulations. Students participate as announcers, news personnel, music staff and management personnel. No experience is necessary, as training is available for all positions. Interested students should contact WHCM in the College Center, A339c, or call extension 2488.





Pamela Hicks  
Pom Pon and Cheerleading Advisor

### **Pom Pon Squad**

The Harper Pom Pon Squad has been promoting school spirit and dazzling crowds since 1967, performing self-choreographed dance and pom pon routines during home football and basketball game halftimes. Other activities including fund raising projects and special performances. Tryouts are held in the spring and early fall. Those interested in trying out should contact the Student Activities office, or the Pom Pon advisor, extension 2242.

### **Cheerleading Squad**

The Harper College Cheerleading Squad performs at all home and some away football and basketball games. The squad's enthusiasm, dedication and hard work help to encourage the team and promote school spirit. Both men and women are encouraged to participate and should watch for tryouts held in the spring and early fall, or contact the advisor via extension 2242.

### **Student Publications Board**

The Student Publications Board is composed of faculty, students and administrators. The committee selects editors, recommends advisors and establishes guidelines for *The Harbinger* and *Point of View* and ensures adherence to these guidelines. The committee also acts as a hearing board for those with suggestions, complaints or questions about these publications.

### **Student Activities Awards Programs**

The annual Student Awards Banquet Program recognizes outstanding contributions by students in all areas of the student activities program. Nominations are submitted by individual organizations and faculty advisors and students are honored at an awards banquet which is sponsored by the College at the end of the school year.

*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 include academic standing, participation and leadership in curricular and co-curricular activities and community service. Faculty members may nominate students or students may apply directly to the selection committee. Applications are generally available in December or January and selections are made during the first two weeks of February.

Student service awards 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 advisor and/or other students, based on their performance, position, responsibility, leadership and length of service. These awards are granted for one semester.

More information on these three award programs is available in the Student Activities office.



# Policies and Procedures

## 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/her proposed conduct or speech may infringe upon the College's role and function or he/she is unclear as to these rights, he/she 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.

If the student is unable to contact any of the appropriate College personnel to process his/her complaint within the time frame set out in this policy, the student 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 Conduct Code

Discipline may be imposed whenever a student commits or attempts to commit any act of misconduct on the College campus, or at an activity, function or event sponsored or supervised by the College, including but not limited to:

1. Possession, use or distribution of an illegal or controlled substance or look-alike drug.
2. Unauthorized and/or illegal possession, use or distribution of any alcoholic beverage.
3. Theft of property or service.
4. Intentional or willful and wanton destruction of property.
5. Assault and/or battery.
6. Conduct which constitutes harassment or abuse that threatens the mental well-being, health or safety of any individual.
7. Possession of a weapon.
8. Trespassing on College property or other unauthorized use of College property or services.
9. Academic dishonesty, including cheating, plagiarizing or furnishing false information on such forms as transcripts or applications for admission.
10. Disruption of the educational process or related activity.
11. Failure to comply with the direction of an authorized College employee or representative who is performing his/her duties.

12. Any conduct which constitutes a violation of the terms of any discipline imposed in accordance with this procedure.

13. Any conduct which constitutes a violation of a Federal or State law, local ordinance or College rule or regulation.

Discipline may also be imposed whenever a student commits any act of misconduct as described above off campus if there is a direct relationship between such act and the College.

## Student Dress

There is no formal dress code. However, shirts and shoes must be worn in the buildings. Any student whose dress disrupts the educational process may be asked to leave campus.

## Smoking Policy

It is the policy of William Rainey Harper College to maintain a smoke/tobacco free environment consistent with its effort to promote wellness and a campus environment conducive to work, study and activities for students, employees and the public.

The College recognizes the rights of those who choose to use tobacco and does not prohibit the use of tobacco products. It does, however, restrict the use of these materials to areas outside College buildings and vehicles. As defined in this policy, tobacco products include cigarette, cigar, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

Implementation of this policy is subject to guidelines determined by appropriate College committees and communicated to students and staff on a regular basis. The guidelines are also printed in appropriate procedures manuals.

## Student Non-Academic Complaints

The Vice President of Student Affairs or 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/her 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.



## Complaints under the Student Conduct Policy

### A. Initiation of Complaints

Any person may file a complaint against a student for violation of the Student Code of Conduct by filing a complaint in writing with the Office of Student Affairs on a form furnished by that office. The complaint shall describe the conduct which allegedly violates the Student Code of Conduct.

### B. Preliminary Investigation

1. The Office of Student Affairs shall be responsible for determining the validity of the complaint and conducting a preliminary investigation when appropriate. The person filing the complaint will be notified regarding the final disposition of the complaint. The filing of a complaint assumes that the complainant desires an inquiry to be initiated that may result in official disciplinary action.

2. If there is probable cause to believe that the student violated the Student Code of Conduct, the student shall be informed in writing of charges against him/her including the specific provision of the Code of Student Conduct that was violated, his/her right to a hearing on the charges before either an investigating Student Affairs Administrator or the Student Conduct Committee and the hearing procedures. The student will inform the Vice President of Student Affairs in writing as to whom s/he elects to conduct the hearing within five (5) days of receipt of the notification that the decision was made to proceed. The Vice President of Student Affairs will either designate a Student Affairs administrator as hearing officer or instruct the Student Conduct Committee to hear the case. The student will be informed of the hearing by certified mail at least five school days prior to the hearing date.

3. If, in the opinion of the Vice President, the student is a danger to self or others, is a threat or disruption to the educational process, cannot be found or refuses to attend a hearing, the Vice President of Student Affairs can impose disciplinary measures without first providing a hearing. In such event, the Vice President shall send written notice by certified mail, return receipt requested, to the student within two (2) school days of the date of the disciplinary action. The notice shall state the reason for the discipline and request the student to attend a conference within five (5) school days after the notice is received. If the student does not attend the conference, it will be deemed that his/her right to a conference has been waived.

### C. Hearing with a Student Affairs Administrator

At the hearing, the Student Affairs administrator shall inform the student of the charge, the evidence upon which the complaint is based, and shall allow the student an opportunity to give his/her position and respond to the evidence.

### D. Hearing with the Student Conduct Committee

1. The Student Conduct Committee shall consist of four faculty members and three alternate faculty members plus three student members and two alternate student members. It shall be the hearing body for student disciplinary hearings. A quorum requires five voting members, two of whom must be students and three of whom must be faculty. Official action will require four votes.

2. The hearing shall be conducted by the chairperson of the Student Conduct Committee or by a hearing officer appointed by the Vice President of Student Affairs.

3. All student discipline hearings shall be held in closed session.

4. The student may be represented by an attorney or other representative. If the student does not attend, but the Office of Student Affairs has proof of notice given and received, the Student Conduct Committee may choose to proceed with or reschedule the hearing.

5. The hearing may be recorded stenographically or by tape. If either party causes a recording to be made, the other party shall be offered an opportunity to purchase a copy of the transcript of the tape.

6. At the commencement of the hearing, either party may request the exclusion of witnesses.

7. The complainant(s) and the student may make short opening statements.

8. The complainant(s) shall first present evidence. The student may cross-examine all witnesses in attendance and review any written evidence presented by the complainant(s).

9. The student may then present evidence to refute the charges. The hearing officer may cross-examine all witnesses in attendance and review any written evidence presented by the student.

10. The Committee may, at any time, direct questions to the parties or their witnesses.

11. The complainant(s) and the student may make closing statements at the conclusion of the hearing concerning both the issue of violation of Student Code of Conduct and appropriate disciplinary action.

12. The Committee may receive all relevant oral or written evidence without regard to the legal rules of evidence, provided such evidence is relevant material and would be relied upon by reasonably prudent persons in the conduct of their affairs.

13. If, during the preliminary investigation, it is determined that any witness would be subject to physical or mental harassment or that an emergency exists, the witness need not be present at the hearing, but may present as evidence a written summary of his/her testimony. The summary shall include the reason for the witness' absence and a statement verifying that the contents of the summary are true. If an imminent fear of reprisal exists, a Student Affairs administrator may also present a written statement in which the witness' identity has been concealed.

14. The Committee shall not consider the student's academic or disciplinary records in determining whether a violation of the Student Code of Conduct has been made. The Committee may review a student's records, however, in determining the appropriate disciplinary action.

### E. Authority of the Administrator and of the Student Conduct Committee

1. The Administrator or the Committee shall determine and make findings on the following two issues at the hearing:

a. whether a student has violated the Student Code of Conduct; and  
b. the appropriate disciplinary measure.

2. The Administrator or the Student Conduct Committee shall render its written decision within seven (7) days after the end of the hearing by forwarding its findings and recommendations to the Vice President of Student Affairs and to the student.

(continued)



#### F. Sanction Notification

1. The Vice President shall review the recommendations of the Administrator or of the Committee and shall advise the student of the decision by written notice sent by certified mail, return receipt requested, or personal delivery within seven (7) days of receipt of the recommendations.

2. The notice to the student shall include:

a. the specific provision of the Student Code of Conduct;

b. the discipline imposed and date of commencement;

c. a statement of the student's right to appeal in writing to the President;

d. a statement that the failure to file a timely request for such an appeal shall be deemed a waiver of the right to an appeal.

#### G. Authority of the Vice President to Impose Discipline

If it has been determined that a student violated the Student Code of Conduct, the Vice President of Student Affairs is authorized to:

1. Place a written reprimand in the student's file admonishing him/her about the conduct and warning that further conduct in violation of the Student Code of Conduct may result in additional disciplinary measures.

2. Suspend a student from the College, a program, course or activity for a specific period of time.

3. Expel a student from the College, a program, course or activity on a permanent basis.

4. Bar a student from reenrollment in the College, a program, course or activity for a specific period of time in the event a student withdraws prior to being suspended or expelled.

5. Condition a student's continued enrollment or reenrollment in the College, a program, course or activity on:

a. agreeing to restitution (i.e., reimbursement for damaged or misappropriated property);

b. successfully completing a probationary period;

c. undergoing a physical or psychological examination; or

d. successfully completing a prescribed number of hours of community service work.

#### H. Appeal of Vice President's Decision

If the student disagrees with the Vice President's decision, the student may appeal the Vice President's decision to the President by filing a written statement of disagreement with the President within seven (7) days of receipt of the Vice President's decision. The President shall render a decision within fourteen (14) days after receipt of the appeal. A copy of this decision shall be sent to the student and to the Vice President of Student Affairs.

#### I. Results of Determination

If the final disposition of the complaint is that the student did not violate the Student Code of Conduct, the student's record shall be expunged of the 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 or content of their speech represents a real threat toward maintaining campus order (e.g., it is obscene, defamatory, or intent on inflicting emotional distress, or it invites lawlessness or contains "fighting words"). 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, shall determine whether or not the speaker will appear. The committee's decisions may be appealed 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.

## Use of Tables or Displays

Any individual or organization, whether student or non-student, may distribute literature to the student body free of charge. Tables and displays are available and may be set up in the area designated for interaction and communication in the College Center, Building A and in the lobby of Building J, in accordance with the following rules:

1. The space is available only upon advance written request which shall be obtained by filing a reservation form in the Student Activities office in A336.

2. Space 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. Space shall be allocated on a first-come, first-served basis except that individual students and student organizations shall be given priority over individual non-students and non-student organizations.



3. A maximum of three (3) tables or displays may be placed in the designated area in Building A at the same time, and a maximum of two (2) may be placed in the designated area of Building J at the same time. Tables will be provided by the College. Displays shall not exceed 4' x 8' in size. The tables and displays will be placed next to the windows along the south corridor of the College Center Lounge in Building A, or along the north wall by the events sign in Building J.

4. In order to allow as many groups as possible to be represented in the College Center, an exhibitor may reserve a space for a maximum of four (4) times a month or once a week per semester.

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) persons 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 and individuals may communicate anywhere in the designated area.

8. Alcoholic beverages, narcotics, profane language, fighting or gambling are prohibited. Smoking is also prohibited in College buildings and vehicles.

9. The solicitation of funds, the sale of goods or services or advertising for the sale of goods or services is prohibited except:

- a. by student organizations as part of a bona fide fundraising activity for the organization; and
- b. by a tax-exempt charitable organization.

10. The individual or organization is responsible for prompt payment for damage to College property.

11. The distribution of literature that is obscene or pornographic is prohibited.

12. The College may assume that a violation of regulations has occurred if an organization does not staff its reserved space for two reserved dates without notifying the Office of 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 that necessitates using 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 these regulations may result in discipline under the Student Conduct Code and/or 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 canceling the reservation in order to review the alleged violation.

## Student Educational Rights and Privacy

The Family Educational Rights and Privacy Act of 1974 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 (FERPA) office 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.

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

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. These records are made available for inspection by Public Safety personnel only when acting in the line of duty and only to law enforcement officials of the same jurisdiction. Educational records maintained by the institution may not be 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, 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, 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 dean of enrollment services 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 assigned 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 student's 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 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 officers 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, 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/Datebook, and forms for use in implementing the Act, are available upon request in the Registrar's Office, A213.



## Academic Regulations and Information

The College catalog delineates academic regulations for students. These include Harper College Standards for Academic Achievement, Repeat Policy, Forgiveness Policy, Grading and Grade Points, Incomplete Grades, Attendance Policy, Plagiarism and Cheating, Auditing a Course, Tuition and Refunds, Academic Honors, Withdrawals, Honors Program, Transcripts and Transfer of Credits. The catalog also includes graduation requirements for degrees and certificates, and information on all programs and courses and their prerequisites. The current semester course schedule mailed to district residents and schedule printouts posted throughout the College provide specific information regarding class times and registration procedures.

### Student Academic Complaints

As members of the educational community, students have the right to express their opinions 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 fifteen (15) 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 chair, 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 chair, coordinator or director. The written complaint must specify the specific complaint(s) together with the desired resolution(s). 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 dean of the appropriate division within ten (10) school days\* after receipt of the written response. The student may request a meeting with the 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 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.

\*School days are defined as those weekdays (Monday through Friday) when classes are in session.

## Sexual Harassment Policy

It is the policy of Harper College that no staff member or student shall be subject to sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- B. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
- C. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive education or employment environment.

Individuals engaging in such prohibited activity shall be subject to disciplinary action up to and including termination from this institution as determined by such administrative or Board action as is required by Illinois law or by Board policy. This policy applies to acts of sexual harassment by any member of one sex against a member of the opposite or the same sex at all levels of the College community (i.e., supervisor-subordinate, faculty-student, employee-peer).

### Rules and Regulations Implementing Board Policy No. 6.4, Sexual Harassment

- A. Reporting-If a student believes that s/he has been sexually harassed, the student should report the alleged act immediately to the Vice President of Student Affairs.
- B. Investigation
  - 1. The Vice President of Student Affairs or the President shall undertake an investigation of all such complaints or appoint an administrator or other qualified person to conduct the investigation. No complaint or identity of a complainant will be disclosed except when necessary to fully investigate the complainant and after notification to the complainant. After a written complaint has been filed, the person accused of sexual harassment shall be notified of the substance and content of the complaint expeditiously.
  - 2. The investigator shall file a written report as to his/her findings with the Vice President of Student Affairs or the President within twenty-eight (28) days after a written complaint has been made. In the event the report cannot be completed within twenty-eight (28) days, the report shall state the reasons for the delay. The complainant and the person accused shall be notified of the findings of the investigation.

(continued)



3. If the investigation discloses evidence that an act or acts of sexual harassment have been committed, the person accused of sexual harassment may be subject to disciplinary action in accordance with established procedures. Also, one or both parties may be recommended for counseling in order to understand the nature and/or deal with the consequences of the complaint.

C. Dissemination of Policy

1. Any student is encouraged to raise questions s/he may have regarding sexual harassment with Student Development faculty or other faculty members or administrators, including vice presidents or the president.

2. A copy of the Student Handbook/Datebook containing Board policy and implementing regulations shall be made available to students annually.

A student who has a chronic communicable disease or who is a carrier of a chronic communicable disease may attend the College and participate in programs and activities whenever, through reasonable accommodation, there is no significant risk of transmission of the disease to others.

**Policy Regarding Students with Chronic Communicable Diseases**

A student who has a chronic communicable disease or who is a carrier of a chronic communicable disease may be denied admission to, or may be dismissed from, a particular program or course of study whenever such chronic communicable disease has a direct effect on the student's ability to perform so as to render the student not qualified for the program or course of study.

No other person who has a chronic communicable disease or who is a carrier of a chronic communicable disease shall be denied the use of College facilities or services whenever, through reasonable accommodation, there is no significant risk of transmission of the disease to others.

The President is authorized to establish rules and regulations that are designed to implement this policy.

**Rules and Regulations**

**Implementing Board Policy**

**Sec. 6.12A: Students with Chronic Communicable Diseases**

**A. Temporary Exclusion**

When there is a question concerning admittance, suspension or dismissal of a student because the student has a chronic communicable disease or is a carrier or is reasonably suspected of having a chronic communicable disease or of being a carrier, such student or other user of College facilities or services may be temporarily excluded from the College by the Vice President

of Student Affairs, pending a final determination. A student who has been temporarily excluded from the College shall be provided with an opportunity to make up any work missed during the absence.

**B. Initial Evaluation**

Whenever necessary, a student or other user of College facilities or services who has a chronic communicable disease or who is a carrier of a chronic communicable disease, or is reasonably suspected of having a chronic communicable disease or of being a carrier, shall be evaluated by a team that may consist of the Vice President of Student Affairs, other appropriate College personnel, a physician, the student's physician, public health personnel and other consultants selected by the President or his/her designee. The team's report and recommendations, along with any dissenting opinions, shall be forwarded to the President for decision. Every effort shall be made to complete the evaluation in a timely and prompt manner.

**C. Admission Decision**

The President shall make the decision on admittance, suspension or dismissal after reviewing the report and recommendations of the evaluation team. The President's decision may be appealed to the Board of Trustees.

**D. Subsequent Evaluations**

The student shall be periodically reevaluated by the evaluation team to determine whether the student's status continues to be appropriate. The frequency of the reevaluations shall be determined by the team.

**E. Withdrawal**

If such student cannot attend the College, or participate in a particular program, activity or course of study, the student shall be permitted to withdraw without prejudice and receive a tuition refund. Any other user of College facilities or services who cannot use such facilities or services shall receive a refund for fees paid.

**F. Confidentiality**

Such student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others.



## **Drug and Alcohol Abuse Policy and Procedure**

It is the policy of William Rainey Harper College, an institution of higher education, to provide a drug and alcohol free environment and work place as defined by the

Drug Free Workplace Act of 1988 (Public Law 100-690) and the Drug Free Schools and Communities Act of 1989 (Public Law 101-226).

William Rainey Harper College prohibits the unlawful possession, use, distribution, dispensing and manufacture of illicit drugs and alcohol by students and employees on its property or as part of any College activity.

Students who violate this policy will be governed by the College's Student Conduct Code and subject to disciplinary action up to and including suspension, expulsion and referral for prosecution. Employees who violate this policy will be subject to disciplinary action in accordance with their appropriate employee group regulations up to and including suspension, termination of employment and referral for prosecution.

These sanctions will be consistent with local, state and federal laws in reference to the Cannabis Control Act, the Controlled Substance Act and the Liquor Control Act. Students and employees are reminded that these laws provide for a variety of legal sanctions and penalties which include, but are not limited to, incarceration and monetary fines. Further information on these local, state and federal ordinances and statutes will be maintained in the following offices: Vice President of Student Affairs, Health Services, Student Development, Student Activities, Personnel and College Library. Students and employees are encouraged to obtain copies of this information.

In addition, all employees directly engaged in performance of work pursuant to the provisions of a federal grant or federal contract in excess of \$25,000 and students who are Pell Grant recipients must notify the College within five days of any criminal drug statute conviction for a violation occurring on or off College premises while conducting College business or activities. The College shall, within 10 days after receiving such notice, inform the federal agency providing the grant of such conviction. Within 30 days following such notification of conviction, appropriate disciplinary action shall be taken against such employee or student and/or the employee or student may be required, at his or her own expense, to participate satisfactorily in a substance abuse assistance or rehabilitation program. With the intent to provide a drug and alcohol free educational and work environment, Harper College has established a Drug, Alcohol and Wellness Network committed to providing proactive drug and alcohol abuse prevention programs, confidential counseling, intervention and referral for its students and employees. An Employee Assistance Program is also available for employees and their immediate family members.

Harper College shall distribute on an annual basis to all students enrolled in one or more courses for academic credit, and to all employees: standards of conduct required by Harper College; a description of the disciplinary and legal sanctions for violation of this policy; information concerning the health risks associated with drug abuse; and counseling and rehabilitation services available.

Harper College shall conduct a biennial review of the drug and alcohol abuse program to determine its effectiveness and implement appropriate changes to insure that the adopted regulations are consistently enforced.



Campus Directory 708/397-3000

President's Office		Bldg./Room Ext.	
Paul N. Thompson	President	A308	2390
Felice Avila	Executive Assistant to the President	A311	2278
Academic Affairs			
R. Edmund Dolan	Vice President of Academic Affairs	A317	2370
Administrative Services			
Vern Manke	Vice President of Administrative Services	A221	2380
Vic Berner	Dean, Business Services/Finance	A219	2218
Information Systems			
David J. McShane	Vice President of Information Systems	A115	2336
Student Affairs			
Bonnie Henry	Vice President of Student Affairs	A317	2360
Admissions Office		C101	2506
Bruce Bohrer	Director	C101	2206
	Continuing Education Registration	C101	397-3377
	Admissions Outreach	C101	2247
Box Office			
Kevin Geiger	Theatre Manager	J135	2547
Campus Information and Facilities			
Mike Held	Coordinator	A236	2292
Financial Aid			
Marilyn Comer	Director of Financial Aid and Veterans Affairs	A364	2248
Health Service			
Rosemary Murray	Director	A362	2268
Learning Resources Center		F	2550
Lee Vogel	Dean	F204	2550
	Audiovisual	F132	2551
	Equipment		2318
	Library Services	F240	2584
	Reference Desk		2769
Multicultural Affairs			
Frank Solano	Director	F130	2954
Office of Community and Program Services		C102	2591
James Finke	Manager	C102	2548
	Extension Services	NEC	537-8660
	Continuing Education Program		
	Information Specialist	C102	2591
	Weekend Services	C102	2363
	Information on Continuing Education/Credit	C102	2591
	H.S. Coop	C102	2654
	Older Adult Programs	C102	2591
	PEAK and Starlab Programs	C102	2934



<b>Public Safety</b>		<b>B101</b>	<b>2330</b>
	Emergencies Only	B101	2211
<b>Registrar's Office</b>			
Steve Catlin	Dean of Enrollment Services	A213	2500
Adele Muncey	Administrative Assistant	A213	2922
Sharon Lorenz	Interim Registration Supervisor	A213	2501
Suzanne Sons	Student Records Coordinator	A213	2600
<b>Student Activities</b>		<b>A338</b>	<b>2242</b>
Jeanne Pankanin	Director	A338	2242
<b>Student Development Centers</b>			
Joan Kindle	Dean	A347	2346
	Academic Advising and Counseling Centers	II17	2522
		D142	2393
	Assessment and Testing Center	A148	2541
	Career and Personal Development Center	A347	2220
	Career Transition Center	NEC	397-8233
	Center for New Students & Orientation	FI32	2208
	Center for Students with Disabilities	D119	2266
		TTY	397-7600
	Community Counseling	A347	2577
	Cooperative Education	A347	2720
	Personal Counseling	A347	2220
	Placement Office	A347	2720
<b>Academic Enrichment and Language Studies Division</b>		<b>F128</b>	<b>2204</b>
Liz McKay	Dean	F128	2204
Barbara Schmeltz	Administrative Assistant	F128	2204
Pat Mulcrone	Adult Educational Development	F127	2223
Jean Chapman	English as a Second Language	F127	2226
	International Student Advising		
Sally Koziar	Interpretation/Transliteration	D119	2266
	Learning Assistance Center	FI19	2715
Jean Chapman	Linguistics	FI27	2226
Sally Koziar	Sign Language Studies	D119	2266
Nimi Tobaa	Tutoring Center	FI32	2539
	Resources for Women	PI24	2560
Pat Wenthold	Writing Center	F303	2715
<b>Business and Social Science Division</b>		<b>J249</b>	<b>2311</b>
Tom Johnson	Dean	J249	2221
Rose Trunk	Accounting Aide	J256	2354
Maria Coons	Banking and Savings	J274	2563
Bob Zilkowski	Business Information Management	I214	2555
Maria Coons	Commerical Credit Management	J274	2563
Virginia Bender	Computer Information Systems	I220	2817
Dennis Brennen	Economics	J262	2352
Peg Smith	Executive Secretary Development and Secretarial Office Management	I122	2351
		I212	2516
Maria Coons	Financial Management	J274	2563
Larry King	History/Education	I109	2431
Pat Beach	Hospitality Management	A141	2874
Don Sedik	International Marketing	I205b	2357
Susanne Havlic	Journalism	A379	2562
Peg Smith	Legal Secretary	I222	2351
Judith Young	Legal Technology	J163	2407
Don Sedik	Marketing - Management	I205b	2357
Gene Magad	Materials/Logistics Management	J264	2358
Virginia Bender	Microcomputers in Business	I220	2817



Les Hook	Political Science/Geography	I109	2431
Mike Ostrowski	Psychology	J158	2435
Wally Davis	Real Estate	J246	2520
Charles Norris	Sociology/Anthropology	J169	2215
Barbara Radebaugh	Supervisory and Administrative Management	J272	2438
Bob Zilkowski	Word Processing	I214	2555

### **Liberal Arts Division**

J. Harley Chapman	Dean	<b>F313</b>	<b>2284</b>
Ben Dallas	Art	F313	2202
Gil Tierney	English	C211	2329
Pauline Buss	English	F352a	2482
Sandy Clark	Fashion Design	F334	2322
John Davis	Foreign Language	H116	2319
Martha Simonsen	Humanities	F338	2256
Dianne Batzkall	Interior Design	F337b	2326
Bob Tillotson	Music	H231	2790
Will Williamson	Philosophy	P207	2569
Mary Jo Willis	Speech	F348	2403
		A139	2448

### **Life Science and Human Services Division**

Pat Bourke	Dean	<b>D191</b>	<b>2523</b>
Jim Arnesen	Biology	D191d	2523
Carol Neuhauser	Early Childhood Education	D291f	2348
Jane Thomas	Child Learning Center	D291a	2238
Kim Frendreis	Child Learning Center	I123	2262
George Evans	Criminal Justice	D268	2239
Marianne Holt	Dental Hygiene	D159	2474
Jane Allendorph	Dietetic Technology	D192a	2537
Shirley Sanders	Health Care Program — Continuing Education	D192b	2687
Vera Davis	Medical Office Assistance/Transcription	D197b	
Judy Dincher	Nursing	D191	2523
Ed Metcalf	Parks and Grounds Operation/	V104	2411
Randy Illg	Management	T101	2857
Bob Barger	Pharmacy Technician Program	D191	2476
Judy Dincher	Operating Room Technician	D191c	2533

### **Physical Education, Athletics and Recreation Division**

Jerry Gotham	Dean	<b>M219</b>	<b>2466</b>
Lisa Brady	Athletic Academic Coordinator	M213	2846
Will Hoffman	Cardiac Exercise Technical Program	M222	2680
	Human Performance Lab	M216	2486

### **Technology, Mathematics and Physical Sciences Division**

George Dorner	Dean	<b>H119</b>	<b>2374</b>
Joe Yohanan	Architectural Technology	H119	2374/75
Jeanne Murphy	Building Codes and Enforcement	H216	2367
Orville Northstrum	CAD and Manufacturing Center	J151	2379
Dave Macaulay	Chemistry	H209	2996
Dominic Magno	Computer Sciences	D243	2450
Roger Mussell	Electronics Technology/Automation Skills	D224	2345
Bob Campbell	Engineering	H214	2546
Mike Lackman	Fire Science Technology	H233	2798
Margaret Scott	Mathematics	J151	2841
Tom McCabe	Mathematics	D205	2401
Solveig Bender	Mathematics Lab	D204	2402
William Punkay	Mechanical Engineering Technology	D106	2395
Larry Knight	Physical Science	H211	2493
Guido Norini	Refrigeration/Air Conditioning	D140	2589
John Shola	Technology	H233	2800
		H214	





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