

2002 2003

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STUDENT
HANDBOOK

DATEBOOK

Student life at Harper is a combination of experiences and opportunities in and out of the classroom. Knowing what resources are 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 is designed for daily use, so that you can plan both the “must-do” and “like-to” activities for a great year at Harper.

Academic Calendar

First Semester — Fall 2002

Registration as Scheduled	April through August 17
Final Registration Week	August 19 - 24
Faculty Report	August 20
Classes Begin*	August 26
Labor Day Observed (Classes Not in Session)	September 2
Last Day for Refunds**	September 9
Midterm	October 19
Veteran's Day Observed (Classes Not in Session)	November 11
Last Day for Withdrawals (16 week classes)***	November 16
Thanksgiving Holiday (Classes Not in Session)	November 28 - December 1
Last Week of Fall Term (Final Exams)	December 16 - 20
Semester Break Begins	December 21

Second Semester — Spring 2003

Registration as Scheduled	November through January 11
Final Registration Week	January 13 - 18
Faculty Report	January 15
Martin Luther King's Birthday Observed (Classes Not in Session)	January 20
Classes Begin*	January 21
Last Day for Refunds**	February 3
Lincoln's Birthday Observed (Classes Not in Session)	February 12
Midterm	March 15
Spring Break	March 24 - 30
Classes Resume	March 31
Reading Day (Classes Not in Session)	April 18
Non Instructional Day (Classes Not in Session)	April 20
Last Day for Withdrawals (16 week classes)***	April 21
Last Week of Spring Term (Final Exams)	May 19 - 24
Graduation	May TBA

Summer Session 2003

Registration as Scheduled	March through May 31
Final Registration Week	June 2 - 7
Classes Begin*	June 9
Last Day for Refunds**	June 12
Midterm	July 3
Last Day for Withdrawals***	July 17
Final Exams	July 30 - 31

*Most credit classes begin this week. Many continuing education and credit classes begin on other dates. Check class schedule.

**Per institutional policy in College Catalog.

***Per institutional policy; deadline varies for non 16-week courses.

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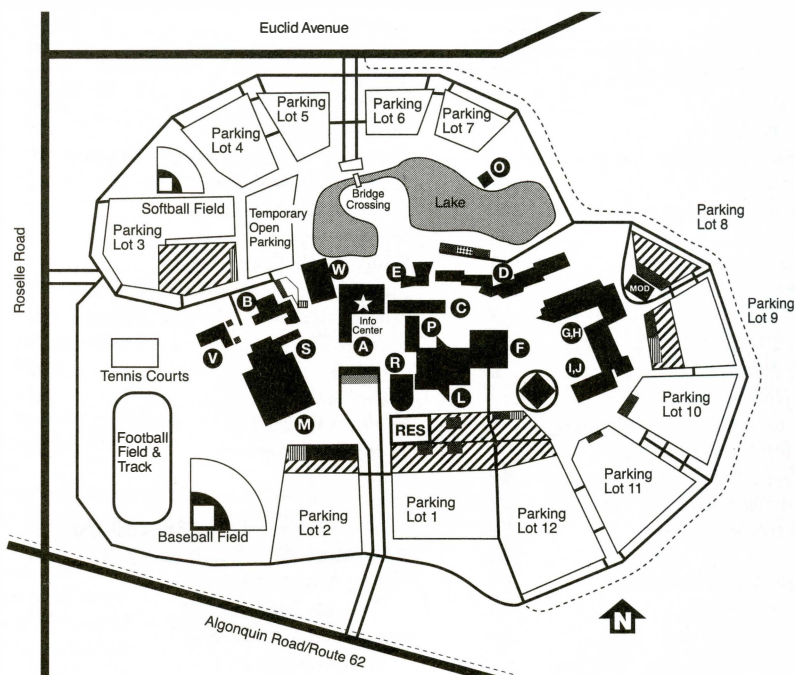
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Campus Map



Parking

 Student	 Faculty and Staff	 Modular Building	 Buildings Under Construction
 Handicap	 Dental Hygiene	 Restricted Parking Permission Required 925.6611	 Health Science And Emerging Technologies
 Visitors	 Buildings, Roads and Athletic Structures	 Bicycle Path	
 Administrators			

Student Responsibility Statement

It is the responsibility of each student to be aware of and to meet the Catalog requirements for graduation. Students are also responsible for all other rules, regulations and deadlines published in the Catalog, Student Handbook and Schedule of Classes. Copies of any of these publications are available, on request, from the Admissions Office or the Campus Information Center.

Fall Semester Schedule

Instructor	Office	Hours	Phone

	MON	TUES	WED	THURS	FRI
8:00					
9:00					
10:00					
11:00					
Noon					
1:00					
2:00					
3:00					
4:00					
5:00					
6:00					

Spring Semester Schedule

Instructor	Office	Hours	Phone

	MON	TUES	WED	THURS	FRI
8:00					
9:00					
10:00					
11:00					
Noon					
1:00					
2:00					
3:00					
4:00					
5:00					
6:00					

Study Guide • RECORD OF ACHIEVEMENT

SUBJECT/COURSE

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TEACHER:

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SUBJECT/COURSE

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Study Guide • RECORD OF ACHIEVEMENT

SUBJECT/COURSE

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SUBJECT/COURSE

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2002-2003 CALENDAR

AUGUST

2002

SUN.

MON.

TUES.

Notes

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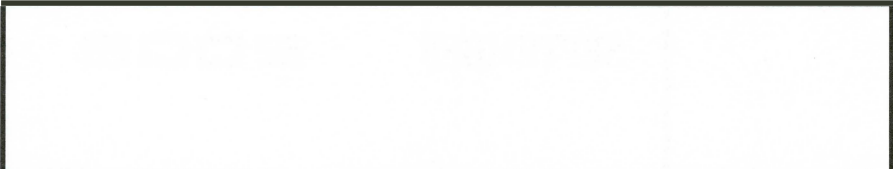
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25

26

27

Fall semester begins



WED. THURS. FRI. SAT.			
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31

SEPTEMBER

2002

SUN.

MON.

TUES.

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Labor Day observed

8

9

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Last day for refunds

15

16

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Notes _____

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WED.	THURS.	FRI.	SAT.
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11	12	13	14
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18	19	20	21
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25	26	27	28
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OCTOBER

2002

SUN.

MON.

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Notes

WED.	THURS.	FRI.	SAT.
2	3	4	5
9	10	11	12
16	17	18	19
			Midterm
23	24	25	26
30	31		

NOVEMBER

2002

SUN.

MON.

TUES.

Notes

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Veteran's Day observed

17

18

19

24

25

26

WED.	THURS.	FRI.	SAT.
		1	2
6	7	8	9
13	14	15	16 Last day for withdrawals
20	21	22	23
27	28 Thanksgiving holiday	29 Thanksgiving holiday	30 Thanksgiving holiday

DECEMBER

2002

SUN.

MON.

TUES.

1

2

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Thanksgiving holiday

8

9

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15

16

17

Final exams

Final exams

22

23

24

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31

Notes



WED. THURS. FRI. SAT.			
4	5	6	7
11	12	13	14
18 Final exams	19 Final exams	20 Final exams	21 Semester break begins
25	26	27	28

JANUARY

2003

SUN.

MON.

TUES.

Notes

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Martin Luther King's birthday observed

Spring semester begins

26

27

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WED. THURS. FRI. SAT.

1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	

FEBRUARY

2003

SUN.

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Last day for refunds

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JANUARY 2019			
WED.	THURS.	FRI.	SAT.
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12 Lincoln's birthday observed	13	14	15
19	20	21	22
26	27	28	

WED.

THURS.

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Lincoln's birthday observed

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MARCH

2003

SUN.

MON.

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Spring break

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Spring break

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Classes resume

Spring break

Notes

WED.	THURS.	FRI.	SAT.
			1
5	6	7	8
12	13	14	15 Midterm
19	20	21	22
26 Spring break	27 Spring break	28 Spring break	29 Spring break

APRIL

2003

SUN.

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22

Non-instructional day

Last day for withdrawals

27

28

29

Notes



WED. THURS. FRI. SAT.			
2	3	4	5
9	10	11	12
16	17	18 Reading Day recess	19
23	24	25	26
30			

MAY

2003

SUN.

MON.

TUES.

Notes

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Final exams

Final exams

25

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WED.	THURS.	FRI.	SAT.
	1	2	3
7	8	9	10
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21	22	23	24
Final exams	Final exams	Final exams	Final exams
28	29	30	31

JUNE

2003

SUN.

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Summer session begins

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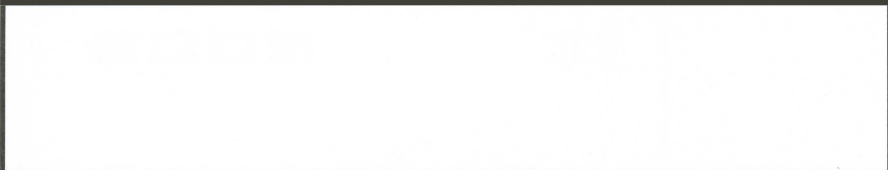
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Notes



WED.	THURS.	FRI.	SAT.
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11	12 Last day for refunds	13	14
18	19	20	21
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JULY

2003

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WED.	THURS.	FRI.	SAT.
2	3 Midterm	4	5
9	10	11	12
16	17 Last day for withdrawals	18	19
23	24	25	26
30 Final exams	31 Final exams		

Check Out What Some of Harper's Clubs and Organizations Have Been Doing...

- For the second year in a row, the Student Senate was the recipient of the Ed Snyder Student Government Merit Award from the Illinois Community Colleges Student Activities Association.
- A record number of members earned the Program Board a Delegation Award at NACA.
- Harper's Speech Team won both the Regional and the State Championships.
- The American Sign Language Club hosted the annual Holiday Party for over 450 Deaf/HH/KODA children and their families.
- Program Board teamed up with a local high school to provide a shadow program for students to obtain "behind-the-scenes" learning at a JAVA JAMS concert production.
- For six months the Food Service Club prepared and delivered meals for the P.A.D.S. program at All Saints Lutheran Church.
- Astronomy Club members helped staff the Karl G. Henize Observatory during public viewing hours, assisting an average of 60 visitors per evening.
- Program Board brought award nominee Nickel Creek to Harper and sponsored two Spencers magic shows—all sold-out shows.
- The American Sign Language Club, along with West Suburban Association of the Deaf, sponsored a spring Roller Skating Party for Deaf/HH/KODA kids and their families.
- Astronomy Club members helped to staff the National Astronomy Day event, which was planned by NSA and held on our campus and drew approximately 400 visitors.
- The Food Service Club served nearly 2400 pieces of free pizza to Harper students at several Student Activities events.

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GETTING INVOLVED
AT HARPER



Getting Involved May Mean that You Will . . .

- **Plan activities as part of the Student Activities Program Board.**
- **Be an officer in a club.**
- **Gain fame and fans as a WHCM “DJ.”**
- **Run for election to the Student Senate.**
- **Learn leadership skills through eXcel.**
- **Work as a student assistant on campus.**
- **Play chess or billiards in the Game Room.**
- **Volunteer as a tutor or mentor.**
- **Conduct campus tours.**
- **Meet the College President!**

Student Life

Student Activities

Student and Administration Center, A336

847.925.6242

Hotline for a schedule of events after regular business hours: 847.925.6552

There is more to college than attending classes! Harper offers an extensive student activities program which provides practical learning experiences for students of all ages, backgrounds and interests. Look over the list of programs, activities and services and take advantage of what Harper has to offer.

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

Affirmation of Student Clubs and Organizations

Students learn in many ways, and much valuable learning occurs outside of the classroom. Through involvement in groups such as student government, student media, program board, speech team, theatre and others, 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 in home, work, community and social life.

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). 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.

Joan Kindle

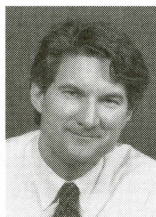
Vice President, Student Affairs



Joan Kindle
Vice President
Student Affairs



Jeanne Pankanin
Director
Student Activities



Michael Nejman
Student Activities
Coordinator

Clubs and Organizations

Interested in joining a group on campus? Try one of the clubs, organizations or programs 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.

Clubs

ADS Success Club (Access and Disabilities)
 African American Student Association
 American Sign Language Club
 Astronomy Club
 Chemistry Club
 Chess Club
 Deaf Club
 Food Service Club
 Formulator
 Future Education Association
 Harper Association of Mathematics
 Harper College Dance
 Harper Intervarsity Christian Fellowship
 Harper Pride
 Harper Students for Environmental Awareness
 Harper Newman Association
 Harper's Bizarre Club
 Honors Society
 Indian/Pakistani Student Association
 International Students' Club
 Juggling Club
 Kappa Beta Delta
 Kaze-Asian Culture
 Lambda Epsilon Chi (LEX), Harper Chapter
 Latinos Unidos Student Association
 Latter-day Saints Student Association
 Muslim Students Association
 Nursing 2002
 Nursing 2003
 Phi Theta Kappa Society
 Psychology Club
 S.A.I.F.D. (Student Chapter of American Institute of Floral Designers)
 Sign Language Interpreting Club
 Sociology Club
 Stop AIDS Harper
 Student Ambassadors

Wellness Advisors

William Rainey Harper Amateur Radio Club

Organizations

The Student Newspaper



Dann Gire
The Harbinger
Advisor

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 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, Student and Administration Center, A367, or the faculty advisor, Dann Gire.

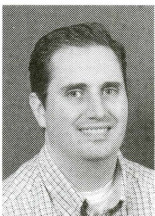
Theatre



Laura Pulio-Colbert
Director of Theatre

The Harper College Theatre provides students with experience in all aspects of theatre production. One major production is staged in the theatre, Business and Social Science Center, J143, and two to three productions are staged in the experimental theatre in the Liberal Arts Center. Auditions are open to interested Harper students. Productions include musicals, dramas and comedies. Questions about theatre activities on campus should be directed to Laura Pulio-Colbert, 847.925.6778.

Speech Team

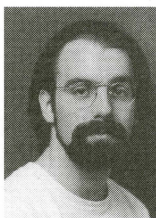


Jeff Przybylo
Speech Team
Advisor

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, duo interpretation and readers' theatre). The team travels to approximately 10 contests each year, including state and nationals, to compete against other area community colleges and four-year universities. Tuition rebates may be available for Speech Team members. Interested students should contact faculty advisor Jeff Przybylo, 847.925.6975.

Point of View

Anne Davidovicz
Point of View
 Literary Advisor



Paul Smith
Point of View
 Visual Arts Advisor

Point of View, a student literary and art magazine, is published each year in the spring. Material for publication is accepted in summer, fall and spring semesters. Students interested in submitting materials or assisting in production should contact Anne Davidovicz, Liberal Arts Division, Liberal Arts Center, L324, 847.925.6782.

WHCM Radio

Dave Dluger
 WHCM Advisor

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, Student and Administration Center, A339c, or call 847.925.6488.

Pom Pon Squad

Danette Collins
 Pom Pon and
 Cheerleading
 Advisor

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 include 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, 847.925.6242.

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 847.925.6242.

Program Board

The Program Board is responsible for all social programs on the campus and has booked such acts as Steve Martin, the Psychedelic Furs, Jay Leno, Toad the Wet Sprocket, Gin Blossoms, Carrot Top, Journey, Jerry Seinfeld, Poi Dog Pondering, Jon Stewart, Wynton Marsalis and Muddy Waters.

The board consists of a president, administrative assistant and four appointed committee chairmen and is responsible for exploring new and creative ideas for afternoon activities, concerts, videos, films and special events. Program Board members are selected during the spring and fall semesters. 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 Harper students 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, new student orientation activities and participation in presentations to prospective student groups.

For further information about the program, contact the Admissions Outreach Coordinator at 847.925.6247.

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 recognition of student clubs, appoints students to College committees, reviews and recommends changes in College policy and promotes general student welfare.

The Harper College Student Senate (HCSS) consists of elected officers, an elected student trustee with voting privileges as a senator, and one appointed senator with voting privileges plus one appointed ex officio representative who both represents the following divisions/areas:

- Academic Enrichment and Language Studies
- Access and Disability Services
- Applied Technology, Mathematics and Physical Sciences
- Business and Social Science
- Continuing Education

Liberal Arts
 Life Science and Human Services
 Student Development
 Wellness and Human Performance

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

Senator appointments are made by an interview committee during the fall semester by the fifth week of classes. Representative appointments are made by members of the HCSS at the earliest possible scheduled meeting following the appointment of senators.

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

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 half-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, length of service and involvement in eXcel, Harper's student leadership program. These awards are granted for one semester.

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

Programs

eXcel Student Leadership Series

The eXcel Student Leadership Series provides Harper students with an opportunity to develop leadership confidence, enhance competence,

promote self-awareness, and cultivate a sense of community responsibility. Each month the award-winning eXcel program presents a different topic on leadership such as "Positive Ways to Deal with Conflict," "Majoring in Success," and "Appreciating Diversity." Any current Harper student may participate in this free series of workshops. Call the Student Activities Office at 847.925.6242 for more information and to register.

Student Trustee

Illinois law provides for non-voting student representation on all boards governing higher education. 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 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:

- is allowed to make and second motions
- is admitted to all sessions of the Board
- receives the same materials that elected or appointed Board members are given
- 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 list of qualifications is available in the Student Activities office.

Student Life Committee

The Student Life Committee is an official committee which reports to the College Assembly. The committee deals with such matters as athletics, student conduct, student success, admissions, academic calendar, student publications, and other issues and events which affect student life at Harper College. It also acts as a hearing board for those with comments about these matters.

Service Learning/Volunteering

The desire to help others, meet community needs, gain experience, learn new skills, indulge an interest, or to explore a career are all reasons for volunteering. For more information about service learning or volunteer opportunities call the Student Activities Office, 847.925.6225.

Legal Service

A practicing attorney is available to advise full- and part-time students who have paid an activity fee. 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.

The service is intended to help educate students to recognize legal problems and to facilitate their resolution. The attorney will not provide legal representation; 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.

Events

Student Activity Fees/Activity Pass

Membership in campus organizations is open to credit students who have paid an activity fee. As an academic institution, the College reserves the right to set academic and credit hour requirements for its student leaders. 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 Wellness and Sports Center. (An additional identification card may be required.)

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 and Psychological 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 cheerleading squads.
8. Discount tickets to Chicago area movie theaters, sporting events, amusements and other attractions are offered on a seasonal basis to Harper students.
9. Legal Services. Students may obtain free legal advice from practicing attorneys.
10. Other activities/program services approved by the Student Senate that benefit the student body.

Activity passes are issued to all students who pay an activity fee. These passes 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 pass to verify identification. A student who loses an activity pass must report the loss to the Business Office and pay a \$5 replacement charge. A new activity pass is issued each semester after registration and payment of fees.

Box Office

The Harper College Box Office, in the Business and Social Science Center, J135, sells tickets for all Harper activities except athletic events. Cash, checks, Visa, MasterCard and Discover are accepted.

To purchase tickets by phone, call 847.925.6100. To purchase tickets by mail, send check or money order to:

Harper College Box Office
Business and Social Science Center, J135
1200 West Algonquin Road
Palatine, IL 60067-7398

Discounts to local amusements (AMC, Loews/Cineplex and General Cinema movie theaters, Medieval Times) are available to Harper students with valid ID/activity pass. These discount tickets must be purchased in person.

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 the Program Board.

Fitness and Athletics

Campus Facilities and Recreation Program

Whether you're interested in serious athletic competition, getting in shape or just having fun, the Wellness and Human Performance Division offers many classes, programs and activities just right for you.

Facilities

The Wellness and Sports Center houses a six-lane pool, a large gym with courts for basketball and volleyball, an indoor track, four wood-floor racquetball courts and state-of-the-art spinning lab. In addition, Harper College has a high-tech fully-equipped 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 may use the excellent facilities free of charge subject to a schedule established each semester and with a current campus recreation photo I.D., purchased in the division office, Wellness and Sports Center, M219.

Facilities are also open to the community at certain times. Contact the Wellness and Human Performance office, Wellness and Sports Center, M219, 847.925.6466, for details.

- The **Human Performance Lab** offers free services in the areas of body fat analysis, blood pressure monitoring 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 Alexian Brothers Hospital in Elk Grove Village. Contact the Human Performance Lab in the Wellness and Sports Center, M232a, 847.925.6468, for information and seminar registration.

Intramurals

The structured intramural program includes men's and women's sports leagues, distance runs, contests, tournaments and clinics. Information on intramural activities is available in the Wellness and Sports Center, M214, and at the Information Center in the Student and Administration Center, or contact the coordinator of intramurals in the Wellness and Sports Center, M219, 847.925.6963.

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. Intercollegiate sports include the following:

<u>Sport</u>	<u>First Official Practice</u>	<u>Sport</u>	<u>First Official Practice</u>
Cross Country	August 10	Men's Basketball	October 15
Football	August 10	Men's Wrestling	October 15
Golf	August 15	Women's Basketball	October 15
Men's Soccer	August 15	Baseball	March 1
Women's Soccer	August 15	Track and Field	March 1
Women's Volleyball	August 15	Women's Softball	March 1



Harper College Mascot:

Harper Hawk

Harper College School Colors:

Maroon and Gold

Harper Hawks Fight Song

Go out and fight, you Harper Hawks.

We're gonna win today.

We've got the team that really rocks.

Victory is on its way!

We're got the spirit and the drive.

To keep Maroon and Gold alive.

Go out and fight, you Harper Hawks.

We're going all the way!

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HARPER COLLEGE SUPPORT SERVICES

Events to Look for in the Coming Months . . .

- Welcome to Harper Week events
- Career Fairs
- Transfer Days
- Wellness Week
- Women Make History Month
- Cultural awareness months
- Dinner & Pops Concert
- Cinco de Mayo Celebration
- Fashion Show
- Concerts-in-the-Quad Series
- Art exhibits
- Free videos
- Involvement Expo
- Famous lecturers
- Theatrical productions
- Spooktacular
- Billiards & chess tournaments

Watch for your “Events Calendar”—it’s mailed to the home of every Harper student.

Services

To Help You Begin...

Center for New Students and Orientation

New Student Services and Art Center, C104

847.925.6208

E-mail: newstudent@harper.cc.il.us

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 adjustment to college. This center also coordinates New Student Orientation programs each semester. Sessions designed specifically for the adult student are available.

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
- Adjusting to college life
- Harper's services

Assessment and Testing Center

Student and Administration Center, A148

847.925.6541

E-mail: testing@harper.cc.il.us

This center administers:

- Writing, reading and math assessment tests for full-time students and those requiring placement in math and/or English classes
- Tests for distance learning and independent study programs
- Departmental proficiency and CLEP tests
- Entrance exams for limited enrollment programs
- ACT and GED Testing

Admissions Office

New Student Services and Art Center, C101

847.925.6700

Campus Tours, 847.925.6247

E-mail: info@harper.cc.il.us

Contact the Admissions Office for an application, College Catalog, admission information or to schedule a campus tour. The application and admissions information can also be accessed at harpercollege.edu.

To Support Your Academic Success...

Academic Advising and Counseling

Business and Social Science Center, I 117
847.925.6393

Center for Multicultural Learning
Science, Math and Health Careers Center, D142
847.925.6522

Career Center
Student and Administration Center, A347
847.925.6220

E-mail: advising@harper.cc.il.us

All currently enrolled students are encouraged to meet regularly with a counselor or advisor to discuss career plans and academic goals. Counselors and advisors in all three of the above Student Development centers meet with students on an individual appointment basis to provide assistance with questions or concerns that may include:

- Course selection
- Major/career selection
- Transfer information
- Information on Harper career programs
- Degree audit—showing degree requirements and courses taken
- Schedule changes
- Academic difficulties
- Personal issues
- Study abroad programs

Registrar's Office

Student and Administration Center, A213
847.925.6500

The Registrar's Office handles grade reports and transcripts, graduation requirements, transfer of credit, registration, schedule changes and withdrawals.

If you find you need to drop a course, remember to do so in the Registrar's Office before the last day for withdrawals (see Academic Calendar). If you fail to do so, you will receive an F grade in the course, instead of a withdrawal W designation.

Library Services

Academic Resource Center
847.925.6584

The Library is centrally located on the first and second floors of the Academic Resource Center. On the first floor, students will find the media collection, consisting of videotapes, DVDs, audiotapes, CD-ROMS, slides

and realia. All periodicals, microfilm and microfiche are available on this floor. Ask for these materials at the Circulation desk.

The second floor of the Library houses all circulating books, reference materials, interlibrary loan and related services. Reference librarians are available to assist you whenever classes are in session. Using an online catalog and electronic periodical indexes and databases, you can perform research efficiently and effectively. These online resources are also accessible to students from off-campus.

Coin-operated photocopiers are available for student use on both floors of the Library.

Bookstore

Liberal Arts Center

847.925.6275

FAX: 847.925.6721

E-mail: books@harper.cc.il.us

The Bookstore staff is dedicated to serving your needs with the right information, texts, tools, supplies and service at affordable prices with comfortable and convenient shopping options. One hundred percent of Bookstore profits are dedicated to programs such as Student Activities, special events, concerts, campus dining services and more.

The best time to purchase your textbooks is two weeks before the semester starts. Textbooks purchased before four weeks prior to the semester start may not be correct and will only be returnable within 14 days of purchase. Harper College offers pre-owned textbooks discounted at 75 percent of the new textbook price.

We offer:

- A variety of textbook purchase options
- Textbook buyback service
- Reference materials, resource books, computer equipment and software
- School and office supplies
- Harper College apparel, merchandise and gifts
- No hassle refunds

Computer/Internet Access

Harper has computer labs equipped to allow student access for the PC, Internet, Macintosh and AutoCad. (Internet access is also available in the Business and Social Science Center, I223, and the Science, Math and Health Careers Center, D131a, as well as the Library.)

Computer Graphics/AutoCad Lab

Engineering and Applied Technology Center, H210

847.925.6000 x2925

Cyber Café
 Student and Administration Center
 Student Center Lounge

Journalism Lab
 Student and Administration Center, A376
 847.925.6000 x2581

Mega Lab
 Business and Social Science Center, I223
 847.925.6000 x2372

PC Lab
 Science, Math and Health Careers Center, D131
 847.925.6000 x2669

To Improve Your Learning Skills...

The Learning Achievement Program

Academic Resource Center, F332
 847.925.6715

The Learning Achievement Program (LAP) offers academic support to students by providing developmental courses, as well as the following Success Services and tutoring to those who need assistance with college-level work:

- **Test Performance Analysis**—If you have studied for a test and don't perform as well as you think you should have, you can learn about the kind of errors you are making and changes you may need to make for future tests.
- **Study Behavior Inventory**—Identifies your strengths and weaknesses in study-learning skills.
- **Learning Styles Inventory**—Identifies how you learn best. Once your learning style is determined, specific strategies will be recommended that will complement your style.
- **Study Skills Session**—If you study for a test, and do not do well, perhaps you need to revise your study strategies.

All services are free of charge to Harper students. Information is confidential. To schedule an appointment call 847.925.6715.

- **Community Success Services**—Harper College offers individual sessions in study skills, test-taking strategies, test anxiety and reading strategies to high school and college students in the surrounding communities. The fee is \$20 for each hourly session. For additional information, call 847.925.6715.

- **Tutoring Center**—Free tutoring in many courses is available to students enrolled in credit classes at Harper College. Contact the Tutoring Center, Academic Resource Center, F315, 847.925.6539, for information.
- **Community Tutoring Center**—Harper's Tutoring Center also serves junior high and high school students and students from other colleges. Cost for the one-on-one appointment-only tutoring session is \$25 per hour. Contact the Community Tutoring Center, Academic Resource Center, F315, 847.925.6888 for information.
- **Writing Center**—This creative workshop environment for Harper writers features professional writing specialists and technology tools.

English as a Second Language (ESL)/Linguistics Department and International Student Office

Academic Resource Center, F340
847.925.6226

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 Advisors.

To Meet Individual Needs...

Access and Disability Services

Science, Math and Health Careers Center, D119
847.925.6266 (voice), 847.397.7600 (TTY)

The Access and Disability Services Center (ADS) provides support services and accommodations to individuals enrolled to attend courses, workshops, seminars or other campus events who are Deaf/hard of hearing, learning disabled, head injured, orthopedically impaired, or visually impaired/blind.

Support services/accommodations include sign language interpreting, note-taking, scribing, tutoring and a fee-for service program PASS (Program for Achieving Student Success) which provides specialized instructional support to students who are LD or ADD. Testing accommodations, audio recorded textbooks, the use of adaptive computer equipment and FM listening devices, as well as counseling and advising, are also available.

Deaf/hard of hearing students who require interpreting services must fill out and submit a "Request for Interpreting Services" form at least one week before the beginning of a semester to be assured of receiving these services. Conversion of print materials to large print, audio or Braille requires considerable lead time (one to two months). All student information is respected and kept strictly confidential.

Center for Multicultural Learning

Science, Math and Health Careers Center, D142
847.925.6522

The mission of the Center for Multicultural Learning is to provide comprehensive academic advising, multicultural counseling and programming for all students. We focus on critical campus issues related to cultural diversity, such as race/ethnicity, sexual orientation, gender, etc. As proactive change agents and advocates for social justice, we strive to end human oppression. In addition, we believe that a global perspective is integral to a student's educational experience.

The Minority Student Transfer Center was established with the express intent of increasing the number of minority students who are actively pursuing transfer to four-year colleges and universities, as well as assisting minority students in successfully transferring from Harper College to four-year schools to obtain a bachelor degree.

International Students

Academic Resource Center, F340
847.925.6226

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 Advisors.

Women's Program

Student and Administration Center, A347
847.925.6558

The Women's Program provides grant-funded support services to individuals who meet low-income guidelines and qualify as displaced homemakers, single parents, non-traditional career seekers, or have disabilities or other barriers to educational achievement.

Typical services include educational, vocational and personal guidance; referrals to campus and community resources; job readiness preparation; and limited financial assistance for tuition, books or childcare.

Call the Women's Program to see if you might qualify.

Scholarships and Financial Assistance

Student and Administration Center, A364
847.925.6248

Veterans' phone, 847.925.6254

A comprehensive financial aid program is available, including scholarships, grants, loans, veterans' benefits, federal work study program and other

employment opportunities. See the College Catalog for detailed information about financial aid opportunities.

Health and Psychological Services

Student and Administration Center, A362
847.925.6268

The emphasis of our team is on the promotion of health and wellness in the college student population.

Visit Health and Psychological Services for:

- Physical examinations
- STD testing
- Birth control
- Pap testing
- Medical care
- First aid
- Psychological services including brief therapy, evaluation and referral
(Brief, solution-focused therapy and/or evaluation and referral services are available free of charge to students currently enrolled in six credit hours in fall or spring semester or three credit hours in summer.)
- Over-the-counter medication for colds and flu or headache
- Confidential health counseling
- Information about a health topic or illness
- Immunizations
- Allergy injections
- Wellness and lifestyle counseling
- Health screenings, such as pregnancy, hemoglobin (anemia), tuberculosis, cholesterol, strep, blood pressure, urinalysis, vision and hearing, diabetes, and mono
- Withdrawal from classes due to an extended illness or personal crisis
- Information about the Student Accident and Sickness Insurance Plan
- Temporary medical parking permit
- Substance abuse information and referral.

Drug, Alcohol, Wellness Network (DAWN)

Student and Administration Center, A362
847.925.6268

DAWN:

- Is open to Harper College students, faculty, staff and community;
- Promotes healthy lifestyles and responsible choices through education, awareness, support, prevention, services and fun activities;
- Provides resource materials, referrals, Drug and Alcohol Awareness Programs and 12 Step Support Groups (AA and Al-Anon).

Dental Hygiene Clinic

Science, Math and Health Careers Center, D170
847.925.6534

The Dental Hygiene Clinic offers a variety of appointment only services at minimal charge to adults from the Harper community. Treatment provided by students under the supervision of licensed hygienists and dentists includes:

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

Child Learning Center

Business and Social Science Center, I123
847.925.6262

The Early Childhood Education Program offers preschool and child care programs for children ages 3–5 at the Palatine campus and the Northeast Center. A flex-time preschool is available for children of students. See the Catalog for additional details.

Honors Program

Liberal Arts Center, L334
847.925.6791

The Honors Program, an academically enriched learning environment, seeks to place motivated, academically-qualified students in small classes that stress student-to-student and student-to-instructor interaction. All Honors courses are noted on students' transcripts. Honors Program members may join the Honors Society, a student organization that holds open-forum discussions, performs community service activities and participates in special events.

To Assist With Your Career Planning...And Job Search

Career Center

Student and Administration Center, A347
847.925.6220

E-mail: careercenter@harper.cc.il.us

Career Planning Services

The Career Center offers the following career planning services to Harper students:

- Individual career counseling

- Interest and personality testing
- Career Center resource materials including books, videos, brochures and periodicals
- Computerized career guidance programs
- “How to Choose a Major,” “Career Changers” and “Job Search Skills” workshops
- Career interest testing seminars covering job search and career interest topics.

Job Search Services

Job search services provided within the Center assist students with their employment needs while in school and after graduation. Career Center personnel serve as a liaison between Harper College students, alumni and potential employers. Services include:

- The www.ccjobnet.com job listing system refers students and alumni directly to the most current job listings from area employers
- On-Campus Recruiting—Local employers come to campus to the Student and Administration Center to recruit candidates to fill their vacancies
- On-Campus Student Employment—Check with the campus offices that interest you, ask the office of Scholarships and Financial Assistance or check in www.ccjobnet.com for on-campus student employment opportunities
- Job Fair—This annual event is a great opportunity to obtain information about employers and apply for jobs
- Career Resource Library—More than 800 written, video and computer resources are available to aid you in your career search. Individual assistance is also available.

SUCCESS TIPS

There are many keys to success—study hard, eat right and play wisely! Here are a few time-tested tips—or “success strategies”—to help you along the way.

Set Goals

Define your long-term and short-term academic goals. Think of goal-setting as a way to reach your destination without “driving around in circles.” For help with this strategy, contact a counselor in the Science, Math and Health Careers Center, D142, or in the Business and Social Science Center I117, or the Career Center, Student and Administration Center, A347.

Organize

Use this Datebook to record assignments and test dates— and don’t forget to include your work schedule. Get off to a good start, organize your responsibilities and write them down!

Tune In!

Be in touch with your surroundings. Get to know classmates and instructors. Familiarize yourself with the Harper College campus. Attend special campus events that are offered frequently each semester. Find out more about clubs and organizations. Get involved! For more information, contact Student Activities, Student and Administration Center, A336, 847.925.6242.

Ask for Help

If you find yourself struggling with a specific topic in class, remember that your instructor is your first resource for assistance. Know your instructor’s office hours and seek help when you need it. For more assistance, check out the Learning Achievement Program, Academic Resource Center, F332, and the Tutoring Center, Academic Resource Center, F315.

Stay Focused!

Pay attention to campus news and upcoming events. Know when early advising and registration occur for each new semester. Learn more about your major and/or career choice through participation in specialized activities. Take charge of your college career!

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HARPER COLLEGE POLICIES AND PROCEDURES

Grade Points

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

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

The following classes are not computed in the cumulative grade point average:

Communication Skillsall courses
English as a Second Language all courses
Mathbelow 100 level
Readingbelow 100 level
Englishbelow 100 level

All "P" graded courses

Steps to Calculate Your GPA Points

1. List each course, semester hours and grade-point level (A=4, B=3, C=2, D=1, F=0).
2. Multiply the semester hours times the grade-point level to get total grade points earned for each course.
3. Add the semester hours to get a total.
4. Add grade points to get a total.
5. Divide total grade points by total semester hours, and you have your GPA.

Federal and State Laws

Americans With Disabilities Act

Harper College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Persons with disabilities who may require accommodations and/or support services should contact Access and Disability Services in the Science, Math and Health Careers Center, Room D119, or telephone 847.925.6266 (voice) or 847.397.7600 (TTY).

Crime Awareness and Campus Security Act

The Department of Public Safety at Harper College is a 24-hour law enforcement agency responsible for the safety and security of the Harper College community. Responsibilities of the department include enforcement of college rules and regulations, village and county ordinances, and state and federal laws. In addition we provide traffic control, grounds and building patrol, emergency first aid and CPR, jump starts and vehicle key retrieval.

Public Safety, by law, is the central repository for all Lost and Found items recovered and stored at the College. If you have found an item, regardless of value, it must be turned over to the Department of Public Safety for safe-keeping. If you have lost an item, inquire about it with Public Safety.

Harper College police officers have the same authority as municipal and state officers as well as sheriff's deputies. These duties include the authority to detain people, conduct investigations, gather evidence and make arrests. As such, all crimes and motor vehicle accidents that occur on campus should be immediately reported to the Department of Public Safety.

Crime statistics and information required by the Crime Awareness and Campus Security Act of 1990 are available at the Department of Public Safety which is located in the Public Safety Center. This same information is available at the Information Center, Student and Administration Center.

Emergency call boxes are strategically located throughout campus parking lots. Locations can be identified during hours of darkness by noting the blue lights on parking lot light standards. The call boxes are immediately below these blue lights. Pushing the red emergency button puts you in direct contact with the Public Safety dispatcher.

For emergencies, contact Public Safety at 847.925.6211.

For parking permits or non-emergency information call 847.925.6330. Cellular telephone use 847.925.6211.

Drug Free Schools and Communities Act

It is the policy of William Rainey Harper College to provide a drug and alcohol free environment and work place as defined by the Drug Free

Workplace Act of 1988 and the Safe and Drug Free Schools and Communities Act of 1994.

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 and Psychological 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 make available to students information about this policy through the Harper Course Schedule as well as through the Student Handbook/Datebook.

Harper College shall conduct biennial reviews of the drug and alcohol abuse programs to determine their effectiveness and implement appropriate changes.

Family Educational Rights and Privacy Act

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, part-time/full-time enrollment status, 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.

Student Right to Know Act

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 else-

where). 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.

College Policies

Academic Honesty Policy

Harper College is strongly committed to the promotion of high ethical standards. Such standards can best be accomplished in an environment where honesty and integrity are practiced. For this reason the College strongly condemns academic dishonesty. Academic dishonesty includes cheating, plagiarism or other improper appropriation of another's work as one's own and falsifying records to advance one's academic standing.

Cheating includes but is not limited to copying answers, stealing and/or disseminating tests or answer keys, using someone else's data in preparation of reports or assignments, and assisting others in such practices.

Plagiarism involves the presentation of another person's words, ideas, or work as one's own. It includes but is not limited to copying any material (written or non-written) without proper acknowledgement of its source, and paraphrasing another's work or ideas without proper acknowledgement.

Falsifying records includes but is not limited to falsifying or improperly altering college records and documents or knowingly supplying false or misleading information to others (e.g., the College, other educational institutions, or prospective employers).

Any form of academic dishonesty as defined by the faculty member or department is a serious offense requiring disciplinary measures. Discipline for academic dishonesty involving a specific course shall be first determined by the instructor of the course and may include failure of the specific assignment, project or test, or failure of the course. The student may appeal the instructor's decision in accordance with the College's Student Academic Complaint Procedures. In cases of academic dishonesty the faculty assigned grade supersedes a student-initiated withdrawal. In cases where disciplinary measures beyond course failure may be deemed appropriate by the instructor, or dishonesty that is not related to a specific course, the student may be disciplined in accordance with the Student Conduct Policy with the appropriate vice president involved in the decision.

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.

Assessment and Placement Policy

The College shall assess the abilities of students in reading, writing and mathematics to assist with course placement in an effort to provide competencies for student success. Details of the mandatory assessment and placement policy are published in the Student Affairs Procedure Manual and are available in the Assessment and Testing Center.

Bulletin Boards and Publicity

Announcements of college events can be found in the Events Calendar, on the closed circuit television monitors and on bulletin boards. If space allows, bulletin boards may be used for announcements of events by non-Harper not-for-profit organizations. 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 8.5" x 11" tall, but larger posters will be allowed if space is available. A poster service is also available through the Student Activities office, Student and Administration Center, A336. 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 as well as the Harper logo. 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. For further information, refer to the Student Activities "Posting Policy Guidelines."

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 Cyber Cafe and food service area, game room, video arcade, TV area, lounges, meeting rooms and offices for student govern-

ment, 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 and Psychological Services, Student and Administration Center, 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.

Communicable Diseases Policy

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.

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

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 within the given guidelines. 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.

Discrimination Complaint Procedure

William Rainey Harper College prohibits discrimination against any individual on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, physical or mental disability, or unfavorable discharge from military service.

The purpose of the discrimination complaint procedure is as follows:

- to advise individuals who believe that they have been subjected to discrimination of how to proceed with a discrimination complaint;
- to ensure that such complaints are resolved in a manner which is prompt and confidential.

Non-Discrimination Compliance Officer

The College President will appoint an employee to act as the College's Non-Discrimination Compliance Officer (NDCO).

The NDCO will be responsible for the investigation of complaints of alleged discrimination within the guidelines of existing legislation, College policy and appropriate contracts.

Informal Discussion

Before filing a formal complaint, students and employees are encouraged to discuss their concerns with the Non-Discrimination Compliance Officer. This confidential discussion is seen as the first step in the resolution procedure. It allows for sharing of information, giving of advice, and achieving mutual resolution between/among parties.

Filing and Resolution of a Complaint of Discrimination

A formal investigation of a claim of discrimination will only be undertaken by the Non-Discrimination Compliance Officer upon authorization of the complaining individual and receipt of a written complaint.

The following procedures shall be used for investigating complaint(s) of discrimination:

Within 21 calendar days of the alleged discriminatory act or conduct, an employee or student should:

- submit a specific and detailed written complaint setting forth the nature of the alleged discrimination;
- identify the person(s) against whom the complaint is being filed; and
- identify the date(s) of the action(s) which is (are) the subject of the complaint, and the remedy or relief sought.

Upon receipt of the written complaint, the Non-Discrimination Compliance Officer will review and discuss the complaint with all parties directly

involved. On the basis of the written complaint and interview(s), the NDCO will determine what further investigative action is required.

After the initial interview(s) with the complainant, the Non-Discrimination Compliance Officer will conduct further investigation as deemed appropriate. Such investigation may include, but is not limited to:

- interviewing the party(ies) alleged to have committed the discriminatory act;
- interviewing witnesses identified by the complaining or accused party; and
- reviewing documents relevant to the complaint.

As a result of the above initial steps, resolution with the parties will be explored. If resolution is not achieved, the Non-Discrimination Compliance Officer will determine the appropriate actions to be taken.

The Non-Discrimination Compliance Officer shall prepare a confidential report with regard to the investigation. The report shall state whether or not the NDCO believes a violation of the College's non-discrimination policy has occurred and whether or not resolution has been achieved. The Non-Discrimination Officer's report shall be completed within 30 calendar days of receipt of any complaint(s); however, such time may be extended for an additional 30 calendar days if necessary.

If resolution is not achieved, the Non-Discrimination Compliance Officer's report shall be submitted to the appropriate Vice President for review and action within 14 calendar days of receipt of the report.

A copy of the confidential report will be sent to and maintained by the Assistant Vice President for Diversity and Organizational Development of the College. The Non-Discrimination Compliance Officer's findings shall be sent to the complaining and accused parties.

Either party may appeal in writing the decision of the appropriate Vice President by filing an appeal with the President within five calendar days of receipt of the Vice President's decision. The President shall respond within 30 calendar days of receipt of the appeal.

Distribution of Literature and Use of Tables or Display Space

The College encourages student organizations, individuals and agencies to interact and communicate directly with Harper students in the College Center, Student and Administration Center, or in the Business and Social Science Center lobby. In the designated areas, tables may be set up without charge for representatives of student organizations and representatives of non-profit, non-commercial, non-student organizations in accord with the following rules:

1. The space is available only upon advance request, which shall be obtained by filing a reservation form in the Student Activities office, Student and Administration Center, Room 336.

2. Space shall be requested at least five days prior to the desired date. Requests for a subsequent semester will not be accepted earlier than six 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. No displays or distribution shall be conducted when the lounge is reserved for an activity.

4. A maximum of three tables or displays may be placed in the designated area in the Student and Administration Center at the same time, and a maximum of two may be placed in the designated area of the Business and Social Science Center 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 or along the north wall by the events sign in the Business and Social Science Center.

5. In order to allow as many groups as possible to be represented in the College Center and the Business and Social Science Center, an exhibitor may reserve a space for a maximum of once a week. If preferred, space may be reserved for a maximum of one week per semester.

6. There shall be no more than one 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, nor less than one person(s), shall staff any display.

7. Displays may not be distributive in nature. No sound amplification equipment may be used in the designated area.

8. Representatives of organizations or individuals may communicate anywhere in the designated area.

9. Representatives of organizations or individuals must clearly identify themselves to Harper students.

10. Alcoholic beverages, narcotics, profane language, quarreling, fighting or gambling are prohibited. Smoking is also prohibited.

11. 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 fund-raising activity for the organization; and
- b. by a tax-exempt charitable organization.

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

13. The individual or organization is responsible for prompt payment of any damage to the College property.

14. The College may assume a violation of regulations has occurred if an organization does not staff its reserved space for two reserved dates without notifying the Office or Director of Student Activities. In the event of such a violation, the College may cancel the balance of the reserved time.

15. In the event that an organization wishes to rent the entire lounge, the College reserves the right to cancel reservations for that date in the designated area by issuing a notice ten days prior to the scheduled date.

16. Violation of the regulations shall result in the revocation of the organization's or individual's reservation by the Director of Student Activities for the remainder of the semester or three 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 notice may, within five days of the cancellation, request the Vice President of Student Affairs to hold a meeting with the aggrieved party and the College office cancelling the reservation to review the alleged violation.

Policy Regarding Sexual Offenses

Harper College is committed to providing a safe environment for its students, free of harassment, coercion and violence. Moreover, Harper College recognizes that it is a part of a larger community and is obligated to uphold the laws of that community. Although the College policies and procedures and the laws of the community may overlap, they also function independently from one another.

It is illegal and against the policy of Harper College for any student, employee or other person to commit the offense of stalking (when such person transmits a threat with intent to place the victim in reasonable apprehension of sexual assault), sexual assault, aggravated sexual assault, sexual abuse, aggravated sexual abuse, as defined in the Illinois Criminal Code of 1961, 720 ILCS 5/12-7.3, 12-13 through 12-16, against any person while on the Harper College campus, at a College activity, or off-campus if there is a direct relationship between the sexual offense and the College. Such illegal and prohibited activities include, but are not limited to, sex offenses which are commonly called date rape or acquaintance rape, or which may involve unwanted touching or fondling, whether forcible or nonforcible.

In conformance with these Acts, the President of the College shall establish a program and rules to implement this policy. The rules will be delineated in the Administrative Services Procedure Manual, the Academic Affairs Procedure Manual, the Student Affairs Procedure Manual and other appropriate publications.

Rules and Regulations

A. Introduction

These procedures clarify definitions of acquaintance rape and sexual assault, outlines the steps the institution is taking toward education, prevention and treatment, sets forth disciplinary procedures that may occur when acquaintance rape/sexual assault has taken place on the campus and explains resources available to Harper College students who are victims/survivors of acquaintance rape/sexual assault.

B. Definitions

Acquaintance rape is defined as forced, manipulated or coerced sexual contact by someone the victim knows. Under Illinois law, acquaintance rape is a crime—the law makes no distinction between sexual assault by strangers or acquaintances. Any forced sexual conduct including forced touching and fondling is also a crime under Illinois law. Under this law, consent cannot be given by someone under the age of 18, someone under the influence of alcohol or someone who is diagnosed with a mental disability and therefore unable to make a reasonable judgment about the harmfulness of an activity.

C. Reporting Procedures

1. If any person believes that he or she has been a victim of a sexual offense, such person should report the alleged sexual offense immediately to the Vice President of Student Affairs, a faculty member, administrator or campus public safety. If an employee other than the Vice President of Student Affairs receives a report of a sexual offense, the employee shall report the alleged sexual offense to the Vice President of Student Affairs.
2. Such person who believes he or she is a victim of sexual offense has the option of also notifying any other law enforcement authorities, including on-campus public safety and local police. The Vice President of Student Affairs shall offer to assist such person in notifying law enforcement authorities, and will assist such person if he or she so requests.
3. There are no express time limits for initiating reports under this Policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.
4. The victim of a sexual offense shall make every effort to preserve evidence as may be necessary for the proof of the sexual offense.

D. Notification to Victims of Sexual Offense

Upon receipt of a report of an alleged sexual offense, the Vice President of Student Affairs, or designee shall notify the victim of his or her right:

1. To report the sexual offense to other law enforcement authorities including on-campus public safety and local police.

2. To be assisted in reporting the sexual offense to such law enforcement authorities.
3. To seek the services of existing counseling, mental health, medical or student services for victims of sexual offense, both on-campus and in the community.
4. To receive assistance in changing academic situations if the victim is a student, and if such changes are reasonably available.

E. Investigation

1. The Vice President of Student Affairs shall undertake an investigation of all reports of sexual offense or appoint a qualified person (including the campus police) to conduct the investigation.
2. The accused shall be notified in a timely manner that an investigation is being conducted.
3. The investigator shall file a written report of his/her findings with the Vice President of Student Affairs and the President within twenty-eight (28) days after the report of a sexual offense has been made. In the event the investigative report cannot be completed within twenty-eight (28) days, the report shall state the reasons for the delay. Both the accuser and accused shall be notified of the finding of the investigation.

F. Disciplinary Procedures

The person accused and found guilty of a sexual offense through the Harper College investigation shall be subject to disciplinary action in accordance with established procedures, which procedures shall provide at a minimum that (1) the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding; and (2) both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual offense.

G. Sanctions

An employee found to have committed a sexual offense against another individual will be subject to discipline, up to and including termination.

A student found to have committed a sexual offense against another individual will be subject to discipline, up to and including expulsion and/or barring the student for re-enrollment in the College. Any other person found to have committed a sexual offense against another individual may be barred from the College campus.

H. Prevention and Education

The Student Development Sexual Assault/Prevention Task Force is dedicated to the prevention of sexual offenses. The Task Force's goal is to educate and promote awareness of rape, acquaintance rape, and other sexual offenses. In furtherance of this goal, modules have been developed

by counselors to address this issue and facilitate discussion in the classroom. The prevalence of the connection between the use of alcohol and other drugs and the occurrence of acquaintance rape is an important part of this discussion. Counselors are available to faculty campus-wide to present these modules which can be modified depending on the classroom subject area.

A fact sheet about acquaintance rape and a list of resources are included in the orientation packets for new students and is available in the Health and Psychological Services and Student Development offices.

I. Services for Victims

On-Campus

Student Development counselors will provide assistance to a victim in changing academic situations after an alleged sexual offense incident if such changes are reasonably available.

The Office of Public Safety is committed to the safety and security of the students and will make appropriate efforts to safeguard the campus.

Off-Campus

CASA-Northwest is a local agency which can provide free counseling and advocacy services to Harper students or employees who are victims/survivors of sexual offenses. The agency is also utilized as a resource for training Harper staff and provides consultation in person or via telephone.

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 the Business and Social Science 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, unless the proceeds are earmarked for a tax-exempt organization. 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.

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, student-student).

Rules and Regulations

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 Vice President of Human Resources 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 Vice President of Human Resources 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.
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 counselors 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.

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.

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 ob-

scene, 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.

Standards of Academic Performance

Rationale for Standards

The Standards of Academic Performance at Harper College have been established in order to:

- Guide the student in pursuit of academic success:
The Standards assure the availability of services which can help students reach success as well as clearly notify them of their progress.
- Maintain an academic environment that clearly defines expectations for progress:
The Standards communicate the College’s definition of academic progress. The Standards clarify College expectations and afford the student a guideline for setting realistic goals.
- Clarify the roles and responsibilities of students, faculty and administrators:
The Standards define the role of the student in terms of academic performance and responsibility as well as the role of College personnel in evaluating academic performance and intervening with special assistance at specific intervals.
- Allow the institution to maintain its academic integrity.

Categories of Standards

Good Standing:

Students with a cumulative GPA of 2.0 or higher and students who have attempted* fewer than seven credit hours or have not attended classes since the summer of 1989 are in good standing.

Academic Caution:

Students who have attempted* seven and not more than 15 credit hours and have received a cumulative grade point average (GPA) of less than 2.0 will receive a caution notice and the recommendation to take advantage of various programs and services designed to help them achieve success.

Academic Warning:

Students who have a cumulative GPA of less than 2.0 and have attempted* 16 or more credit hours, or have completed their second successive semester with a cumulative GPA of less than 2.0, are given academic warning. These students will be advised to restrict their enrollment to a maximum of 13 credit hours and may have restrictions imposed upon them.

Probation:

Students who were academically warned the previous semester and have a cumulative GPA of less than 2.0 will be placed on probation. These students will be restricted to a maximum of 13 credit hours and will be required to participate in success-oriented strategies.

Suspension:

Students who have attempted* 40 or more credit hours, have had three successive semesters with a cumulative GPA of less than 2.0, with one of those semesters in probation, and earned below a 2.0 semester GPA the last semester they were enrolled are placed on suspension. These students will be suspended from the College for one full semester (fall or spring). Students suspended after spring term will not be allowed to enroll for summer school. Students must be involved in success-oriented strategies upon their return.

Dismissal:

Students who have returned to the College after one semester of suspension and who receive a cumulative GPA and a semester GPA of less than 2.0 will be dismissed for a minimum of two full semesters (fall/spring or spring/fall). After this dismissal period, these students must petition the Dean of Student Development for reinstatement.

*Refers to receipt of grades A, B, C, D and F.

Status	Category	Results
Academic Caution	Attempted 7+ credit hours and cumulative GPA less than 2.0	Caution and recommendations of success-oriented strategies
Academic Warning	Attempted 16 or more credit hours with cumulative GPA less than 2.0 or second successive semester with cumulative GPA less than 2.0	Recommend restriction to maximum 13 credit hours. May have restrictions imposed.
Probation	Previous semester with Academic Warning and cumulative GPA less than 2.0	Mandatory re-striction to maximum of 13 credit hours. Required success-oriented strategies.
Suspension	Attempted 40 or more credit hours, at least three successive semesters with cumulative GPA less than 2.0 with one of those terms in probation and earned below a 2.0 semester GPA the last semester they were enrolled.	One semester suspension. Required success-oriented strategies upon return.
Post Suspension	Semester after suspension and subsequent semesters with semester GPA of 2.0 or higher and cumulative GPA of less than 2.0.	Mandatory restriction to maximum of 13 credit hours. Required success-oriented strategies.
Dismissal	One semester after suspension or subsequent semester with semester and cumulative GPA less than 2.0	Dismissal of two semesters. Must petition for reinstatement.
Post Dismissal	Semester after reinstatement from dismissal and subsequent semesters with semester GPA of 2.0 or higher and cumulative GPA of less than 2.0.	Mandatory restriction to maximum of 13 credit hours. Required success-oriented strategies.

Student Code of Conduct and Dispute Resolution Procedures**I. Introduction**

William Rainey Harper College has certain non-negotiable values in which it believes strongly. These core values are:

Integrity
Respect
Excellence
Collaboration

These values are the hallmark of the College and will be protected vigorously. When students choose to attend Harper College, they accept the rights and responsibilities of membership in the College's academic and social community. Each person has the right and ability to make personal decisions about his or her own conduct. Just as importantly, each person has the responsibility to live with the consequences of his or her decision-making.

The Student Code of Conduct is the policy of Harper College presented herein that details the rights and responsibilities of students. The Student Code of Conduct describes possible misconduct that is inconsistent with the essential values of Harper College. It lists procedures to respond to such behaviors, and it suggests possible sanctions that are intended to educate and to safeguard members of the College. If you have any questions about this Code, please contact the Office of the Vice President for Student Affairs (Science, Math and Health Careers Center, D129, 847.925.6738).

II. Student Dispute Resolution**A. 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 that 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.

In all such complaint proceedings the student is encouraged to pursue informal resolution of the complaint.

B. 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, such as the grading process. Students shall express these concerns initially with the appropriate faculty/staff member in an informal manner by contacting the faculty/staff member and requesting a conference. The student must contact the faculty/staff member with such concerns within ten (10) school days of the occurrence giving rise to the concerns.

If the concerns are not resolved to the student's satisfaction after the informal discussion, the student may submit a complaint in writing to the department chair, coordinator or director of the faculty/staff member involved within ten (10) school days after the informal discussion or ten (10) school days after the initial contact, whichever is later. 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). The individual receiving the complaint must review the complaint and respond in writing to the student within ten (10) school days after receiving the complaint or after holding the optional meeting, whichever is later. 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. If the results of the review are unsatisfactory to the student, the student may 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 or designee. The Vice President or designee shall issue a written response to the student within ten (10) school days after receipt of the appeal or after holding the requested meeting, whichever is later. The decision of the Vice President shall be final.

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

C. 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, refunds, admissions, withdrawals, transcripts, and use of facilities. Students shall express their concerns initially with the appropriate faculty/staff member in an informal manner by contacting the faculty/staff member and requesting a conference. The student must contact the faculty/staff member with such concerns within ten (10) school days of the occurrence giving rise to the complaint. It is

also recommended, but not required that the student contact the Ombudsperson to facilitate an informal resolution of the complaint.

If the concerns are not resolved to the student's satisfaction, the student may submit a complaint in writing to the department chair, coordinator or director of the faculty/staff member involved within ten (10) school days of the information discussion, or ten (10) school days after the initial contact, whichever is later. 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). The individual receiving the complaint must review the complaint and respond in writing to the student within ten (10) school days after receiving the complaint or after holding the meeting, whichever is later. If the results of the review are unsatisfactory to the student, the student may appeal in writing to the dean of the appropriate division, in the case where there is one, within ten (10) school days after receipt of the written response. If the results of the dean's review are unsatisfactory to the student, or in cases where there is no dean, the student may appeal in writing to the Vice President of Student Affairs or designee. The Vice President or designee shall issue a written response to the student within ten (10) 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.

III. Violations of the Student Code of Conduct

Whenever a student commits or attempts to commit a violation of the Student Code of Conduct on the College campus, or at an activity, function or event sponsored or supervised by the College, discipline and sanctions may be imposed on the student. Violations of the Student Code of Conduct include but are 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 services.
4. Intentional or willful and wanton destruction of property.
5. Assault and/or battery.
6. Conduct which constitutes harassment or abuse that threatens the physical or mental well-being, health or safety of any individual.
7. Sexual assault or sexual harassment of another person.
8. Possession or use of weapons or explosive devices.

9. Trespassing on College property or other unauthorized use of College property or services including trespassing or unauthorized use of College Computer Network.
10. Academic dishonesty, including cheating, plagiarizing, or furnishing false information on such forms as transcripts or applications for admission.
11. Disrupting the peace, the education process or related activity.
12. Failure to comply with the direction of an authorized College employee or representative who is performing his/her duties.
13. Any conduct that constitutes a violation of the terms of any discipline imposed in accordance with this procedure.
14. Any conduct that 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 a violation of the Student Code of Conduct, as described above, off campus if there is a direct relationship between such act and the College.

A. Initiating the Resolution Process

Any person may file a complaint against a student for a 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 that allegedly violates the Student Code of Conduct.

The College encourages students, faculty and staff to resolve disputes informally whenever possible. Parties are encouraged to contact the College Ombudsperson and/or to inquire about mediation wherever appropriate. Information regarding the Ombudsperson and mediation is available in the Office of Student Affairs.

B. Resolution Process

1. Preliminary Investigation

The Office of Student Affairs shall be responsible for determining the validity of the complaint and conducting a preliminary investigation when appropriate. The filing of a complaint assumes that the complainant desires an inquiry to be initiated that may result in an official disciplinary action. The Vice President of Student Affairs shall determine the appropriate steps to take following the preliminary investigation, which may include, but not be limited to: a finding of sufficient cause to pursue a charge of violation of the Student Code of Conduct; a termination of the investigation and complaint; and/or encouraging the use of mediation.

2. Informal Resolution/Mediation

If there is insufficient cause found to pursue a charge of violation of the Student Code of Conduct, or if the Vice President of Student Affairs believes that the issues raised may best be resolved through mediation, the person filing the complaint may be encouraged to pursue informal means of resolution, including mediation and/or contacting the College Ombudsperson. If the complainant would like to pursue mediation, the complainant can request that the Vice President of Student Affairs or designee contact the student named in the complaint to explain the mediation option and invite the student to participate. Mediation is a voluntary process that involves both parties sitting down together with a trained, neutral third-party to discuss issues of concern and design a resolution of these issues. Mediation often results in a written agreement that is drafted together by both parties.

C. Initial Meeting

If there is sufficient cause found to believe that the student violated the Student Code of Conduct, the Vice President of Student Affairs shall inform the student in writing of the charges against him/her including the specific provision of the Code of Conduct that was violated, his/her right to a hearing on the charges, and the resolution procedures.

1. Pre-hearing Meeting

The Vice President of Student Affairs or designee shall schedule a pre-hearing meeting between the student and the Resolution Coordinator (designated by the Vice President of Student Affairs) to discuss the complaint, the resolution process, and the student's rights; and to give the student a chance to examine the charges brought against him/her and to respond to those charges. The Resolution Coordinator will also answer any questions the student has regarding the process, the charges, and the effect of possible sanctions.

2. Student's Choice of Resolution

At the pre-hearing meeting, the student will be given two choices for how he/she would like to proceed with the resolution process:

- a. Where the complaint includes a violation that would not warrant suspension or expulsion, the student and the Resolution Coordinator may agree to an informal resolution of the alleged violation. In this case, the student and the Resolution Coordinator shall discuss the facts of the alleged violation and the student may accept responsibility for a violation of the Student Code of Conduct. The student and the Resolution Coordinator may then develop a plan together to resolve the issues involved in the misconduct, which may include agreed upon sanctions. In this instance, the student, after being informed of his/her rights, waives the right to a formal hearing by signing a waiver form, accepts the

sanction that has been applied, and chooses to resolve the matter informally.

- b. The student may choose a formal hearing before a Resolution Board. The Resolution Board consists of five members, three faculty and two student members who are appointed by the Student Life Committee from a pre-appointed pool of seven faculty members and five student members. **If in summer, the Student Life Committee or pre-appointed pool cannot convene, the administrator and/or Chair of the Student Life Committee will approve five members (consisting of three faculty or staff and two student members).** The Resolution Coordinator will inform the student of the hearing date and time by certified mail, return receipt requested, by mailing the notice at least five (5) school days prior to the hearing date.

3. Possible Discipline Prior to Hearing

If, in the opinion of the Resolution Coordinator, 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 pre-hearing meeting or a hearing, the Resolution Coordinator can impose disciplinary measures without first providing a hearing. In such event, the Resolution Coordinator shall send written notice by certified mail, return receipt requested to the student. The notice shall state the specific discipline imposed, the reason for the discipline and request the student to attend a conference or a hearing within five (5) school days after the notice is received. If the student does not attend the scheduled conference or hearing, it will be deemed that his/her right to a conference or hearing has been waived.

D. Resolution Board Hearing Procedures

1. The Resolution Board shall consist of five members, two of whom must be students and three of whom must be faculty. Official action will require four votes. Alternate Resolution Board members shall be available for each hearing.
2. The Resolution Board hearing shall be facilitated by the Chairperson of the Resolution Board.
3. Prior to the hearing, the members of the Resolution Board shall have agreed to and signed the "Resolution Board Member Responsibilities" form.
4. All Resolution Board hearings shall be held in closed session.
5. 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 to the student, the Resolution Board may choose to proceed with or reschedule the hearing.

6. 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.
7. At the commencement of the hearing, either party may request exclusion of witnesses except for representatives of the parties and state the reason for this request. The Resolution Board will make the final determination on any exclusion of witnesses.
8. The complainant(s) and the student may make short opening statements.
9. 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).
10. The student may then present evidence to refute the charges. The complainant(s) may cross-examine all witnesses in attendance and review any written evidence presented by the student.
11. The Resolution Board may, at any time, direct questions to the parties or their witnesses.
12. At the close of the student's case, the complainant may be given the opportunity to rebut any of the evidence presented.
13. The Resolution Board 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.
14. The Resolution Board may review a student's academic and disciplinary records in determining the appropriate sanction after it has determined whether a violation of the Student Code of Conduct has been made and whether the student is responsible.
15. 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 party requesting the witness's presence may ask the witness to prepare a written summary of his/her testimony. The summary shall include the reason for the witness's absence and a statement verifying that the contents of the summary are true. If an imminent fear of reprisal exists, the Resolution Coordinator may also present a written statement in which the witness's identity has been concealed.
16. The complainant(s) and the student may make closing statements at the conclusion of the hearing concerning both the issue of violation of the Student Code of Conduct and appropriate sanctions.
17. There are two possible outcomes for a Resolution Board Hearing:
 - a. The student may be found not responsible for violating the Student Code of Conduct.

- b. The student may be found responsible for violating the Student Code of Conduct by a preponderance of the evidence.

If the student is found responsible for violating the Student Code of Conduct, the Resolution Board shall determine the appropriate sanction(s) for the student.

18. The Resolution Board shall render its written decision within ten (10) school days after the end of the hearing by forwarding its findings and recommendations to the Resolution Coordinator.

E. SANCTIONS

The Resolution Coordinator shall review the recommendations of the Resolution Board and shall advise the student of the final decision by written notice sent by certified mail, return receipt requested, or personal delivery within ten (10) school days of receipt of the recommendations.

1. Notice of Decision

If a student has accepted responsibility or has been found to have violated the Student Code of Conduct, the notice to the student shall include:

- a. the specific provision of the Student Code of Conduct that was violated;
- b. the sanction(s) imposed and the date of commencement;
- c. a statement of the student's right to appeal in writing to the Vice President of Student Affairs;
- d. a statement that a failure to file a timely request for such an appeal shall be deemed a waiver of the right to an appeal.

2. Determination of Sanctions

In keeping with the essential values of Harper College, sanctions are designed to promote Harper's educational mission. Sanctions may also serve to promote safety or to deter students from behavior that harms, harasses, or threatens people or property. Some behavior is so harmful or disruptive to the College community or to the educational process that it may require more serious sanctions, such as removal from specific courses or activities, suspension from Harper College, or expulsion. More than one sanction may be recommended.

Although the following is in no way binding or definitive, several factors that go into determination of appropriate sanctions include:

- a. The nature of the violation (what the student did)
- b. Prior violations/previous disciplinary history (what the student has done before)
- c. Mitigating circumstances surrounding the violation (unusual circumstances)

- d. The student's motivation for the behavior (why the student chose to do what he/she did)
- e. Sanctions involved in cases involving similar violations (precedent)
- f. The developmental and educational impact (how is this going to affect the student)

3. Possible Sanctions

Multiple sanctions may be imposed. Possible sanctions include but are not limited to one or more of the following:

- a. Expulsion: Expel a student from the College, a program, course or activity on a permanent basis.
- b. Suspension: Suspend a student from the College, a program, course or activity for a specific period of time.
- c. Prohibition on Re-enrollment: Bar a student from re-enrollment in the College, a program, course or activity for a specific or unlimited period of time in the event a student withdraws prior to being suspended or expelled.
- d. Conditional Enrollment or Re-enrollment: Condition a student's enrollment or re-enrollment on specific actions or refraining from specific actions.
- e. Disciplinary Probation Status: 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 sanctions.
- f. Community and/or College Service: A student may be offered an opportunity to complete a specified number of hours of Community and/or College Service.
- g. Educational Requirements: A provision to complete a specific educational requirement directly related to the violation committed. The provision will be clearly defined. Such educational requirements may include, but are not limited to, completion of an alcohol education workshop, a diversity awareness workshop, essays, reports, etc.
- h. Remedial Action: An agreement between the student and the Office of Student Affairs that the student shall pursue specific remedial action.
- i. Probation and/or Restrictions: The withdrawal of specified privileges or restrictions on action for a definite period of time (i.e., restriction from entering specific College areas and/or all forms of contact with certain person(s)).

- j. Restitution: A payment for financial injury to an innocent party in cases involving theft, destruction of property or deception.
- k. Reprimand: A formal letter of warning or final warning shall be placed in the student's file.

F. Appealing the Resolution Process

An appeals process is an essential safeguard for an imperfect human process that attempts to be fair. The appeal process is available to each party. Appeals may be filed for the following reasons:

1. Proper procedures were not followed.
2. There is new evidence not reasonably available at the time of the hearing or the imposition of the sanction.
3. The evidence clearly does not support the finding(s).
4. Sanctions are excessive relative to the violation.

All appeals must be submitted in writing to the Vice President of Student Affairs within ten (10) days of receipt of the student's notice from the Resolution Coordinator of the final decision. The Vice President of Student Affairs will render a decision within ten (10) days after receipt of the appeal. A copy of this decision shall be sent to the student.

G. Results of Resolution Process.

If the final disposition of a complaint is that the student did not violate the Student Code of Conduct, the student's record shall be expunged of the complaint.

IV. Disciplinary Records

Disciplinary records will be maintained by the College as part of the student's education record in accordance with the Family Educational and Privacy Rights Act 20 U.S.C.S. §1232g.

If a student is found not responsible for misconduct under the Code of Conduct, the record regarding a complaint filed will be purged from the student's education record. If a student is found responsible of misconduct or accepts responsibility for misconduct, the disciplinary record may be maintained in the student's education record for up to four (4) years from the time of conclusion of the student code of conduct resolution process. Separate disciplinary records may also be maintained by the Office of Student Affairs apart from the student's education record, in cases where there is evidence of a danger or threat of violence.

A student's education records, including disciplinary records, will only be disclosed with written consent of the student's parents or an eligible student (student who has reached the age of 18 or older), except as otherwise allowed pursuant to the Family Educational and Privacy Rights Act and

its implementing regulations. Appropriate disclosure of disciplinary records without consent includes:

- disclosure of information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community to teachers and school officials, including teachers and school officials in other schools, who have legitimate educational interest in the behavior of the student;
- disclosure of information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution governing the use or possession of alcohol or controlled substance to a parent or legal guardian of a student if the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to such use or possession; and
- disclosure of information to any alleged victim of any crime of violence as defined in 18 U.S.C.S §16 or of a non-forcible sex offense, the final results of any disciplinary proceeding conducted by such institution against the alleged perpetrator of the crime or offense and shall include disclosure of the final results of any disciplinary proceeding conducted by the College against the student who is the alleged perpetrator of any crime of violence (as defined in 18 U.S.C. §16) or non-forcible sex offense if the institution determines as a result of the disciplinary proceeding that the student committed a violation of the College's rules or policies.

Final results of any disciplinary proceeding includes only the name of the student, the violation committed, and any sanction imposed by the College on that student and may include the name of any other student, such as a victim or witness, only with the consent of that other student. The sanction imposed means a description of the disciplinary action, the date of its imposition, and its duration. The violation committed means the institutional rules or codes of conduct sections that were violated and any essential findings supporting the institution's conclusion that the violation was committed.

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.

Campus Directory 847.925.6000*

President's Office		Bldg./Room	Ext.
Robert Breuder	President	A308	6390
Academic Affairs			
Margaret M. Skold	Vice President of Academic Affairs	D129	6290
Administrative Services			
Judith A. Thorson	Vice President of Administrative Services	A221	6380
Human Resources			
Cheryl Kisunzu	Assistant Vice President for Diversity and Organizational Development	A317	6360
Technology and Information Systems			
David J. McShane	Vice President of Information Technology	A234	6827
Institutional Advancement			
R. Edmund Dolan	Vice President for Institutional Advancement	NSET	847.758.2379
Student Affairs			
Joan Kindle	Vice President of Student Affairs	D129	6738
Access and Disability Services			
Tom Thompson	Director	D119 TTY	6266 847.397.7600
Admissions Office		C101	6506
Bruce Bohrer	Director	C101	6206
Vacant	Coordinator of Admissions Outreach	C101	6247
Box Office		847.925.6100	
Vacant	Box Office Manager	J135	6100
Business Office		A214	6439
Campus Information and Facilities			
Karen Rozzano	Campus Information and Facilities Manager	A236	6349
Health and Psychological Services			
Denise Yurik	Director/Nurse Practitioner	A362	6268
Library		F210	6184
Office of Continuing Education		C103	6300
Russ Mills	Dean of Continuing Education	PI24	6616
Russ Kingsley	Extension Services	NEC 107	6005
	Continuing Education Registration	C103	6301
Public Safety		B101	6330
	Emergencies Only	B101	6211
	From Cellular Phones		847.925.6211

*You may also dial offices directly, 847.925.(extension number).

Registrar's Office		A213	6500
Maria S. Moten	Registrar	A209	6260
Jolie M. High	Administrative Assistant	A209	6260
Adrienne McDay	Coordinator of Registration	A212	6711
Suzanne Sons	Coordinator of Student Records	A211	6601
Sue Skora	Credentials Analyst	A213	6600
Resources for Learning Division		F249	6550
Joe Accardi	Dean	F249	6184
	Library Reference Desk	F210	6769
Sarah Stark	Department of Instructional Technology	F140	6586
Lynn Secrest	Faculty Development	F139	6119
Scholarships and Financial Assistance		A364	6248
Matthew A. Tomaszewski	Director	A363	6248
Kate Thompson	Associate	A364	6248
Student Activities		A336	6242
Jeanne Pankanin	Director	A338	6242
Michael Nejman	Student Activities Coordinator	A338	6242
Student Development Centers			
Terry Lindsay	Dean	A379	6346
Sheryl Otto	Associate Dean	A379	6346
Vacant	Center for Multicultural Learning	D142	6522
Vacant	Academic Advising and Counseling Center	I117	6393
Tanya Bergman	Assessment and Testing Center	A148	6541
Vicki Atkinson	Center for New Students & Orientation	C104	6208
Caryn Levington	Psychological Services	A362	6268
Kathleen Canfield	Career Center	A347	6220
Kathleen Canfield	Women's Program	A347	6558
Academic Enrichment and Language Studies Division		F332	6204
Daniel Corr	Dean	F332	6404
Louise Bez	Administrative Assistant	F332f	6404
Liz Minicz/Linda Nelson	Adult Educational Development	F338	6223
Terry Donahue	Success Services	F332	6210
Lynn Altfeld/Kathy Zuo	English as a Second Language	F340	6226
Jane Harris	International Student Advising	F340	6226
Joan Fiske	Sign Language Interpreting	F313	6415
Jean-Louise Gustafson/	Learning Achievement Program	F331	6715
Christine Poziemski		F332	6715
Lynn Altfeld/Kathy Zuo	Linguistics	F340	6226
Joan Fiske	Sign Language Studies	F318	6415
Nimi Tobaa	Tutoring Center	F315	6539
Pat Wenthold	Writing Center	F303	6715
Applied Technology, Mathematics and Physical Sciences Division		H119	6374
Sally Griffith	Dean	H119	6376
Carl Dittburner	Architectural Technology	H214	6366
Jim Kelly	Building Codes and Enforcement	J149	6841
Julie Ellefson-Kuehn	Chemistry	D247	6694

Ed Downs	Criminal Justice	D268	6239
Kathi Hock	Dental Hygiene	D169	6543
Jane Allendorph	Dietetic Technician and Dietary Manager	D197a	6537
Geri Kale-Smith	Medical Office Administration	D197b	6444
Vacant	Nursing/CNA	D191c	6533
Joyce Grattoni	Parks and Grounds Management/ Plant Science Technology	V108	6877
Laura Muttini	Pharmacy Technician	D297a	6875
Division of Wellness and Human Performance			
Vacant	Dean	M213	6846

