

Student Services

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*Academic Advising
and Counseling Center*

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Student Services

College can be a positive and enriching experience for students of all ages and backgrounds. Harper College wants every student to achieve success in his/her college endeavor and to have the opportunity to grow both in and out of the classroom. The programs and services listed below are designed toward this end.

Academic Advising and Counseling Services:

- **Academic Advising and Counseling Center, 1117**
- **Career Center, A347**
- **Center for Multicultural Learning / Minority Student Transfer Center, D142**

The Academic Advising and Counseling Centers provide services to help students develop their educational plans. Services include assistance with course selection, information on Harper's career and transfer programs and access to current online and written resources.

Counselors in these Student Development centers also offer personal counseling to students, provide counseling designed to meet the needs of adult students and assist students in academic difficulty.

Students are encouraged to see a Student Development Counseling Faculty member each semester to update their educational plans, check for changes in the Harper curriculum and verify transfer information. It is recommended that students call well in advance to schedule appointments, particularly during mid and late semester.

In addition, the Career Center assists students in making career or college major choices, or in gaining skills to aid in the job search process. A variety of career and academic information is available and Student Development faculty provide assistance with the decision-making process through the *Major In Success!* program, individual counseling as well as career planning courses.

Students can obtain internship assistance from the Job Development Specialist by calling 847.925.6516. Job search assistance is available through www.collegecentral.com/harper. This free password-protected job listing system annually catalogs many Chicago-area jobs. Students have the added advantage of posting their resumes at www.collegecentral.com/harper for employers' viewing. Harper students can also gain the skills necessary for successful job searching, resume writing and interviewing by making a counselor appointment.

Students looking for an on-campus job as a Student Aide can apply online at jobs.harpercollege.edu. Assistance with on-campus application completion is available in the Career Center in Room A347 or by calling 847.925.6220.

The primary objectives of the Center for Multicultural Learning / Minority Student Transfer Center are to support the academic success and retention of under-represented minority students, and to provide multicultural education programming for Harper faculty, staff, and students. The Center for Multicultural Learning

/ Minority Student Transfer Center is committed to the advocacy of minority issues throughout the College.

In addition to the counseling and support services provided in the other academic advising and counseling centers, the Center for Multicultural Learning / Minority Student Transfer Center offers unique services such as a summer bridge high school to college transition program, on-site advising appointments with four-year institution representatives as well as free visits to four-year institutions, and individualized assistance with scholarship / financial aid application.

The Multicultural Drop-in Center, D131, serves as the home of the multicultural clubs. There is club meeting space as well as a place for students to gather, do homework or check email. The Center for Multicultural Learning / Minority Student Transfer Center counselors advise the multicultural clubs. They provide general assistance with academic and transfer advising in addition to campus events like Cinco de Mayo, Black History Month, Day of Silence, Indo-Pak Night and the overnight Multicultural Student Leadership Retreat.

Access and Disability Services (ADS)

The mission of Access and Disability Services is to create a comprehensively accessible environment and to empower students to become actively involved in all aspects of campus life. Harper College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

New students should contact the ADS office to arrange an intake interview, apply for access/accommodations and furnish pertinent information about the nature and extent of their disability. All new students will be interviewed and will participate in the College assessment program. The ADS office assists students in choosing their courses, setting career goals, maintaining good academic standing and planning for after college. In addition, the ADS office offers students the use of a wide variety of specialized equipment and works closely with the faculty and staff of other departments at Harper to insure that the campus is physically, electronically and programmatically accessible to students with disabilities.

Specialized support for students with ADD or learning disabilities is available. Contact the Coordinator of Learning Services. Diagnostic testing for learning disabilities is also available for a fee. New students will be assigned to a Learning Specialist and participate in a First Year Experience (FYE101) course for college credit.

Students interested in securing access or services should contact ADS at the earliest possible date at 847.925.6266 (voice) or 866.327.1630 (VP). Some services such as conversion of print material to digital, large print, auditory or Braille format require 4 - 6 weeks lead time. The ADS office is located in Building D, Room D119. Availability of some services may be limited or delayed for students who turn in requests after the last full day of open registration, prior to the start of a semester.

ADS also provides information, accommodations and services to campus visitors as needed. Requests for information or services should be made to the director of ADS. Employees of the college who need reasonable accommodations should contact Human Resources to obtain procedures for requesting accommodations.

Kimball Hill Family Deaf Institute

Thanks to the generosity and support of the Kimball Hill family, the ADS center has developed a smart classroom for deaf/hh students, expanded access services such as captioning and instructional support in reading, writing and math. The Deaf Institute is a state-wide effort to serve deaf and hard of hearing students. It is a collaboration between Harper College, the Department of Rehabilitation Services and private donors.

Athletics

Intercollegiate

Harper College offers 13 Intercollegiate sports: Football, Men's Soccer, Women's Soccer, Men's Cross-Country, Women's Cross-Country, Women's Volleyball, Wrestling, Men's Basketball, Women's Basketball, Baseball, Softball, Men's Track & Field and Women's Track & Field. The College is a member of the North Central Community College Conference (N4C), which includes Triton, DuPage, Rock Valley, Joliet Junior College, Madison College, Milwaukee Area Technical College, Grand Rapids, Mich. (football only) and Wright College (basketball only). Harper College is also a member of the National Junior College Athletic Association (NJCAA), which has a membership of approximately 560 junior and community colleges throughout the United States.

To participate in a sport, a student must meet NJCAA eligibility rules. Students must also furnish an acceptable record of a physical examination taken within one year of the ending date of their sport season. Interested students should contact the athletic office (Wellness and Sports Center, Room M219) to determine eligibility status and receive specific sport information.

Other questions may be directed to the athletic director at 847.925.6969.

Intramurals

The intramural program provides recreational activities for students. Information on intramural activities is available in the Wellness and Sports Center, M219, or contact the coordinator of intramurals in the Wellness and Sports Center, M219, 847.925.6963.

Fitness Center

The Harper College Fitness Center offers a variety of strength training and cardiovascular equipment at very affordable prices. Students are eligible for discounted rates. The Fitness Center is located in the Wellness and Sports Center, M162. Call 847.925.6919 for details.

Health and Psychological Services and Wellness Programs

Academic achievement and the completion of educational goals are largely dependent upon the physical and psychological well-being of the student. The goal of Health and Psychological Services, located in the Student Center, Building A, Room A364, is to provide care from a holistic perspective that enhances personal health and wellness, promotes academic success and enables students to realize career aspirations. The Health and Psychological Services team consists of an adult nurse practitioner, consultant physician, registered nurses, licensed clinical psychologist, and doctoral level psychologists in-training. The nurse practitioner, physician and psychological services team are available to diagnose, treat and refer Harper College students as necessary.

Health care services offered include physical examinations, treatment of acute illness, vaccinations, tests for strep, mono, pregnancy, as well as communicable and sexually transmitted diseases. A licensed clinical psychologist is available to provide evaluation, treatment and referral to students currently enrolled in six or more credit or ESL hours in fall or spring semesters, or in three or more credit or ESL hours in summer session.

Students are encouraged to use Health and Psychological Services which are confidential and free or low cost. A valid College ID card is required to access services.

Health and Psychological Services staff plan and coordinate a variety of health and wellness activities to meet identified student and employee needs regarding physical and mental health. These include a flu vaccine program, cholesterol and other health screenings, national awareness and prevention campaigns such as Collegiate Alcohol Awareness and Sexual Awareness weeks and compliance with the Drug-Free Schools Act. Various health-related programs and speakers are presented every semester offering students and staff the opportunity for lifestyle enrichment and access to self-help and community resources.

For further information, call 847.925.6268.

Student Activities

A comprehensive activities program is available which includes a college/community program series of lectures, concerts, films, art exhibits and theater productions sponsored by a student-faculty Cultural Arts Committee; social programs of concerts, films, special events and other programs of interest sponsored by the student Campus Activities Board; student publications including the College newspaper, *The Harbinger*; and a literary and visual arts publication, *Point of View*; Pom Pon/Dance Company; an FM student radio station, WHCM; theater and speech team activities; free legal and medical advice; personal financial guidance; student government; and a program for student leadership development. These programs are financed by student activity fees.

Numerous clubs are active, and students are encouraged to begin other organizations within the established guidelines. Among the clubs recognized are: ADS Success Club, ASL Club (American Sign Language Club), Astronomy Club, Black Student Union, Buddhist Interest Group, Chess Club, Deaf Club, Film Club, Food Service Club, Future Education Association, Harper Association of Mathematics, Harper College Campus Ministry, Harper College Chapter of the SCI-FI Fantasy and Gaming Club, Harper College Clay Guild, Harper College Dance Company, Harper Environmental Club, Think Tank, Harper's Bizarre Fashion Club, Honors Society, Horticulture Club, Indian Pakistani Student Association, International Students' Club, Harper Pride, Kappa Beta Delta, Lambda Epsilon Chi, Latinos Unidos, Literature and Creative Writing, Math Club, Multicultural Advisory Board, MSA (Muslim Student Association), Nursing Club, Phi Theta Kappa, Robotics Club, Sign Language Interpreting Club, Sociology Club, Spirit Crew, and the Wm. Rainey Harper Amateur Radio Club.

The Student Activities office is located in the Student Center, Building A, Room A336. Additional information can be found at harpercollege.edu.

Student Senate

The Student Senate is the student government body through which students are represented to the Board of Trustees, administration and faculty. Members are responsible for recommending the student activities budget which provides for a variety of social, cultural and recreational activities as well as special programs and services. They also act upon student concerns, appoint students to College committees, review and recommend changes in College policy, recognize student clubs and organizations and in general promote student welfare.

Rita and John Canning Women's Program

The Women's Program provides services and programming to assist women in achieving their educational and/or employment goals. Grant programs allow for such services as career, personal and academic counseling; job readiness preparation; information about and referral to appropriate resources; and limited assistance with tuition and book expenses for single parents, displaced homemakers, nontraditional career seekers, and individuals with limited English proficiency. The Women's Program is located in the Student Center, Building A, Room A347.

Resources for Learning Division

Success Services for Students, Tutoring Center and Writing Center provide services to help students succeed in college.

Success Services for Students

Success Services for Students provides individual instruction for students who would like to improve their learning skills. One-hour sessions offered include *Study Skills, Test Taking Tips, Time Management, Reading Strategies, Test Anxiety, Memory, Concentration, Motivation, Note-taking Skills* and *Math Strategies*.

Students can obtain a *Test Performance Analysis* in any content area. They will be given a complete breakdown on types of errors being made as well as given specific strategies to utilize on subsequent tests. In the *Learning Styles Inventory* session, the student's personal learning style is determined and specific strategies are recommended to complement that style. Students can take the *Study Behavior Inventory*, which identifies strengths and weaknesses in specific academic activities and attitudes.

Services are free of charge to Harper students. Appointments may be scheduled by coming directly to Building F, Room F332, or by calling 847.925.6715.

Community Success Services

Sessions are offered to high students and community members for a fee of \$25 per hour. For additional information, call 847.925.6715.

Tutoring Center

Free tutoring is available in more than 90 courses. This assistance is provided by professional and peer tutors. Students must be enrolled in the course for which they are seeking tutoring.

Services that are offered include tutoring by appointment, tutoring on a walk in basis and review seminars and

workshops. Study guides are also available for certain courses.

For additional information and hours of operation, contact the Tutoring Center in Building F, Room F315, or call 847.925.6539.

Community Tutoring Center

Harper's Community Tutoring Center serves students of all ages in the community. Qualified tutors will offer help to students in various areas including mathematics, accounting, computers, biology, English, chemistry and writing. Cost for the one-on-one tutoring session is \$25 per hour.

Tutoring sessions are scheduled by appointment only. Contact the Community Tutoring Center in Building F, Room F315, or call 847.925.6888 for more information.

Writing Center

The Writing Center provides a workshop learning environment designed to facilitate the preparation of written academic work. Technology tools, print resources, and consultations with professional writing specialists support the drafting, revising, editing and documenting of scholarly work. Since the Center operates as a walk-in service, students are advised to allow ample time for a consultation. Writers must prepare a printed draft before consultation with a specialist. Technical assistants provide support in using the Center's computer facilities to complete writing tasks.

The Writing Center is part of the Academic Resource Center, Building F, in room F303. The Center is closed when classes are not in session. For additional information, call 847.925.6000, ext. 2719.

**Library Services
Resources for Learning Division**

Library Services, located in Building F, teaches students how to find and evaluate information for their research, provides print and electronic resources, and creates a learning environment which encourages active self-inquiry. The goal is to create a dynamic, functional relationship between information and people. The collection contains more than 300,000 books, and over 15,000 newspapers, magazines and journals (print and online). The collection also includes streaming video and compact discs. Access to reference services, library instruction, interlibrary loan, electronic resources, College Archives, reserve materials, laptops, copy machines and an online catalog is provided. Materials added to the collection are catalogued using the Library of Congress system. Individual study spaces and study rooms for small groups are also available. Viewing and listening spaces, each equipped with a variety of media, are used to support individual instruction.

The library's online catalog (I-Share) provides access to over 70 academic library collections in Illinois. All electronic resources can be accessed remotely or through workstations on the first and second floors of the library. A valid College ID card is required for borrowing materials. For more information, call 847.925.6184 or visit the Library Services Web site at harpercollege.edu/library.

**Distance Learning Classes
Center for Innovative Instruction**

A wide variety of courses are available to students via the World Wide Web. Online, teleweb (media viewing with an Internet component) and blended (Internet component with reduced campus class time) courses offer the options of flexible learning time as well as communication with instructors and classmates via e-mail or through discussion forums. A personal computer, specific hardware and software requirements, online access through an Internet Service Provider (ISP) and a Harper email account are necessary. Campus visits for orientation and proctored testing may be required. Harper uses Blackboard™ (<http://harper.blackboard.com>) for courses offered via distance delivery.

Harper also offers selected telecourses (media viewing) in history and political science. Most telecourses have a mandatory, on-campus orientation session that provides an introduction to the instructor and course expectations. These courses often require campus visits for proctored testing. Courses may be viewed on cable TV within the Harper district area, rented from the Bookstore for a fee or viewed at the main campus Library or at select area libraries without cost. Please check with your local cable TV company to verify availability of the Harper channel access in your area as well as DVD access at your local library.

Other distance learning options include selecting from a broad range of courses offered from other Illinois colleges and universities through the Internet Course Exchange (<http://www.ilcco.net/ice2>) and the Illinois Virtual Campus (<http://www.ivc.illinois.edu>). Discussion with a Harper counselor prior to registration is advised as students who want to enroll in courses delivered from these sources must follow specific procedures.

For information about current distance learning courses offered at Harper College, call 847.925.6586 or visit Harper Online at harpercollege.edu/distancelearning.

Computer Labs

More than 1,300 computers provide access to the Internet, the Harper Web site and program specific software.

Open Labs

Harper has three large open labs available seven days a week that are staffed to assist students with logging on and off, accessing specific programs and printing their work. Labs are open to all currently enrolled Harper students. Distance learning students are welcome to use these labs.

The current lab hours can be found on the Student Services tab under the Computer Labs/Student Services link.

All Machines in the Open Labs have:

Hardware: workstations and printers

Software: OS – Windows XP Pro and Office 2002, 2003 and 2007 – a complete install with full clip art, VBA and Speech recognition, 2007 compatability package; Word, Excel, Powerpoint, Access, Internet Explorer 6.0, Firefox, McAfee VirusScan 8, Acrobat Reader 8.0, Realplayer 10.0, Quick Time 6.4, Flashplayer MX Plugin (for IE and

Foxfire) Shockwave Player MX Plugin (for IE and Foxfire) MS Windows Media Player 10.0.

As new releases become available, packages will be upgraded as appropriate to the academic calendar.

In addition, each of the three open labs have program specific software. Your faculty can direct you to the appropriate lab for the course in which you are enrolled.

Cyber Cafes – Internet only

William's Web – Building L, across from the Bookstore

Hawk's Nest – Student Center, near Violet's Café

Special Purpose Open Labs

Writing Center

Building F, Room F303
847.925.6000, ext. 2719

Fall and spring semesters hours:
Monday–Thursday 8 a.m.–8 p.m.
Friday, 8: a.m.–2 p.m.

Summer session:
Monday–Thursday, 9 a.m.–7 p.m.

Lab is open to all currently enrolled Harper students seeking assistance with writing. Distance Learning students are welcome to use this lab.

Allstate Technology Lab

Building D, Room D119
847.925.6266
Monday–Friday, 8 a.m.–4:30 p.m.

Any Harper credit or Continuing Education student with a documented disability, who has registered with the Access and Disability Office, may use this lab. Assistance in creating, composing and writing assignments is available as well as use of specialized software and hardware, such as:

- Dragon Dictate and Naturally Speaking - speech to text software
- JAWS – text to speech software
- MAGIC – screen magnification software
- Duxbury – text to Braille software
- Kurzweil – reading software
- Alpha Smart keyboards – portable note taker device

Math Lab

Building D, Room D107
847.925.6395

Fall and spring semesters hours:
Monday–Thursday
8:30 a.m.–3:30 p.m. and 5–8 p.m.
Friday 8 a.m.–noon

Summer session:
Monday–Thursday
8:30 a.m.–3:30 p.m. and 5–8 p.m.

Harper College Bookstore

The Harper College Bookstore, located in Building L, is a resource for required textbooks, supplies, study aids, dictionaries and other items. It is recommended that you bring your class schedule with you so the necessary textbooks can be located easily.

Textbook Rental/eBooks

The Bookstore has rental textbooks and eBooks available for many titles which can save you 50% to 62% off the price of a new textbook. Inquire with the customer service counter to find out which titles are available and specifics of the program.

The Bookstore offers a pre-paid pick-up and home delivery service for your convenience. Orders can be placed with the Bookstore Web site at harperstore.com.

Cash, checks, MasterCard, Visa or Discover Card can be used to pay for purchases. If you are paying by check or credit card, you must have a picture ID. If you plan to use financial aid or have a scholarship to purchase books, arrangements should be made with the financial aid office before making any purchases.

Bookstore Refund Guidelines

Save Your Receipts

Merchandise that is unmarked, and in original purchase condition may be returned for refund within 14 days of the date on the receipt, or 14 days from the semester start in which it was purchased. A receipt must accompany all refunds.

Textbook Buyback

The Bookstore offers a year-round buyback service. Up to 50% of the new price will be paid for textbooks that will be used for the next semester (quantities may be limited). National market value will be paid for all other books. Study guides, workbooks and lab books are acceptable only if pages are intact and contain no writing.

For more information, call the Bookstore at 847.925.6275.

Dining Services

The Harper Dining Services offers breakfast and lunch Monday through Friday in the Cockrell Dining Hall located in Building A. Dining Hall operating hours during the regular school year are as follows:

Monday through Thursday 7:30 a.m.–5:00 p.m.

Friday 7:30 a.m.–2:30 p.m.
(Service hours subject to change without notice.)

There are snack bars located in Avanté, Building L and Building J which are open Monday through Thursday from 8:00 a.m.– 8:30 p.m. Dining Services also maintains food and vending machines located in buildings throughout the campus. Food purchases can be paid for with cash, MasterCard, Visa or Discover. Dining Services also provides on-campus catering for approved student activities and special events. For information call 847.925.6253.

Child Learning Center

The Early Childhood Education Program offers:

- An extended care preschool program for children of Harper students, faculty, staff and the community at large. This program offers full-day and half-day child care for children 3 through 6 years of age and operates Monday-Friday from 7:30 a.m. – 5:30 p.m. Children may be enrolled for one day or up to five days a week. For more information on fees or registration costs, call 847.925.6262. You may also visit us at harpercollege.edu.
- A preschool program for children of students, faculty, staff and the community at large who are 3 through 6 years of age. The preschool has set sessions which coincide with Harper's academic calendar. For information about the preschool, call 847.925.6262.

All programs are licensed by the Illinois Department of Children and Family Services and accredited by the National Association for the Education of Young Children.

Harper College Police Department

The Harper College Police Department 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, the department provides traffic control, grounds and building patrol, emergency first aid, CPR and AED, jump starts and vehicle key retrieval.

Important information concerning the College's emergency preparedness for crisis and steps you can take to enhance your safety and security may be viewed at:
<http://dept.harpercollege.edu/police/pdfs/12817emerg.pdf> and
http://myharper.harpercollege.edu/pls/portal/docs/page/my_harper/administrative_services_home_page/public_safety/emergency_procedures_information?ceop%202010_1%200verview%20final%20110510.pdf

Harper College Police Department, 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 Harper College Police Department for safekeeping. If you have lost an item, inquire about it with Harper College Police Department.

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 Harper College Police Department.

Emergency call boxes are strategically located throughout campus parking lots and by inner campus sidewalks. Locations can be identified during hours of darkness by noting the blue lights on parking lot light standards and sidewalk light standards (inner campus). The call boxes are immediately below these blue lights. Pushing the red emergency button puts you in direct contact with the HCPD Operations Center dispatcher.

For emergencies, contact Harper College Police Department at 911. For non-emergency information call 847.925.6330.

Emergency Preparedness

Harper College has plans, procedures and resources in place to help detect, prevent and/or respond to potentially threatening situations that may occur. Your understanding of these tools promotes your personal safety and greatly contributes to our commitment to protect our community from danger. Harper's Emergency Procedures and an overview of the Campus Emergency Operations Plan are accessible on the College's website.

The ability to communicate during emergency situations is critical. We encourage all members of the Harper community to enroll in the Emergency Alert System on the College's website. At no cost from Harper, registered participants will receive critical information via text message, voice message and/or e-mail regarding emergencies that have campus-wide impact or concern. For more detailed registration information regarding the Emergency Alert System, please contact Student Service Desk at 847.925.6866.

ID Cards

All credit students (i.e., those who pay a student activity fee) are entitled to a free photo ID Card, known as the HarperCard. The HarperCard ID is an all-purpose card that can be used for identification, admittance to College events and open recreation, discounts at the Box Office, as a Library card, as a copy card for campus photocopy machines and for many other campus services. Check at the Box Office about fees for lost, stolen or damaged cards.

Students may get their HarperCard ID in the Box Office, J135. Questions can be directed to 847.925.6000, extension CARD (2273).

Box Office

Harper College offers two box office locations. J Theatre Box Office is located in Building J, J135. The hours are 8 a.m.–7 p.m., Monday–Thursday and 8 a.m.–4:30 p.m., Friday. The Daily Herald Box Office is located in the Performing Arts Center. The box offices are open one hour before the start of each program. Any changes or additions to featured programs will be announced through College publications and the news media.

General admission, student, staff and senior tickets may be purchased by phone, Internet or mail. Students and staff must pick up tickets in person and show their current HarperCard to receive their tickets.

Visa, MasterCard or Discover are accepted. To purchase tickets by mail, send ticket requirements, self-addressed stamped envelope and check made payable to Harper College.

Mail to: Harper College Box Office, Building J, 1200 West Algonquin Road, Palatine, IL 60067

Programs may sell out in advance. Harper students with a current HarperCard may purchase a limit of two tickets at the student price. Harper faculty and permanent staff

may also purchase a limit of two tickets at the Faculty/Staff price.

Special Note: Event subject matter, times, dates and venues and Box Office hours are subject to change. Call the Box Office at 847.925.6100 for the latest updates.