

#### Second Semester - Spring, 1990

Registration as scheduled **Open Registration** Martin Luther King's Birthday (Classes Not in Session) **Classes Begin** Last Day for Late Registration Last Day for Adding Classes Last Day for Refunds\* Lincoln's Birthday (Classes Not in Session) Midterm **Spring Vacation Classes Resume** Last Day for Withdrawals Good Friday (Classes Not in Session) Final Exam Week Graduation

November-January 9 January 10, 11, 13 January 15

January 16 January 19 January 19 January 27 February 12 March 9 March 18-25 March 26 April 12 April 13 May 14-18 May 20

\*See withdrawal policy on page 21 of the Bulletin.

Students who wish to withdraw must withdraw officially by submitting the appropriate form to the Office of the Registrar by the deadline to withdraw - April 12, 1990.

# Spring 1990

Provided by

Student Development,

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Harper College





# Welcome to Spring Semester at Harper College

The Student Development Datebook is designed to help you keep track of all the things that are important to college students, including programs and services that are available on campus. Inside you will find . . .

- a directory of important offices on campus,
- helpful tips such as job-hunting techniques and where to go for transfer information,
- space to record important phone numbers, assignment due dates, student activities and your work schedule, and
- all the free services available through Student Development.

The Student Development Division is responsible for academic advising, career counseling, new student orientation, transfer information, services for disabled students, placement testing, personal counseling, job placement and much, much more. Please stop by and find out how we can help you.

We hope you find this datebook useful in planning your semester at Harper College. ENJOY THE SPRING!

Joan Kindle Dean, Student Development



### Pat Ryan

Former President, Student Senate; Program Board; Student Aide in the Box Office; Student Ambassador

"I never knew getting involved in something would make such a difference in my whole college experience. I never did anything in high school except get by. But at Freshman Orientation before I started classes here, I signed a sheet to get more information from the Program Board. They invited me to a meeting right before school started. It was really interesting and from then on I got involved in more things on campus. I enjoyed my self more and more, and also became a better student."

"If I were going to say one thing to new students, it would be to find something to do. There are so many possibilities, and it really does make a difference. Just attending that first meeting has changed my college experience tremendously, and has changed me, too."

## Liducational Planning and Personal Counseling Centers 7142, ext. 2393 117, ext. 2522

### EDUCATIONAL PLANNING

wo centers, located in D142 and 117, are specifically designed to help students with their educational plans. These centers maintain a collection of atalogs and information on other olleges for students who plan to transfer. There are also collections of informational materials on both areer and transfer programs.

Some of the questions with which you may receive assistance in D142 or 117 are:

Which courses should I take for my major?

How many credit hours should I take ext semester?

Which four-year schools offer my major?

What are the requirements for my areer program?

What requirements must I meet for transferring to the school of my

-hoice?

low can I get help with academic Jifficulty?

Are my educational goals

-ppropriate for my needs?

# PERSONAL COUNSELING

Student Development faculty provide personal counseling individually and in groups to students who are not making satisfactory progress. Students needing to talk with someone about interpersonal, social or emotional concerns may make an appointment with a counselor in D142, extension 2393, or 1117, extension 2522, or may participate in a group counseling program. Some current group themes deal with substance abuse, personal growth, or eating disorders, including the new healthy eating program. For more information about groups, call extension 2577.

Things To Do



# Pascal O'Donoghue

Athlete and Student Ambassador

"Harper College was my parents' choice, not mine. Then I joined the basketball team. It changed everything. I had been one of those students with an "attitude problem," but I gradually decided that Harper is a really great place. I met lots of people, was invited to participate in the Student Ambassadors, and really started to spend time on campus, outside of class."

"The proof? My parents said I could transfer after my first year. I was accepted, put down dorm deposits, and even had my roommates. But I stayed at Harper another year. If you get involved, you'll really be able to see all the great things Harper has for students."

Things To Do

# On Campus Services for Students

Harper College is committed to helping students be successful both academically and personally while attending classes. There are numerous services available to help in this process. Some of the most important ones and their hours are listed here. Services that are described in this datebook and areas available to evening students are noted. Service hours listed are for regular semester; extended or abbreviated hours may be in effect between semesters and during the summer.

### **Educational Planning and Personal Counseling Centers**

D142, ext. 2393	
Monday - Friday	8:30 am-4:30 pm
1117, ext. 2522	•
*Monday - Wednesday	8:30 am-8:00 pm
Thursday - Friday	8:30 am-4:30 pm

#### Career Planning & Placement, A347, ext. 2220

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

#### Center for New Students & Orientation,

F132, ext. 2208 \*Monday - Wednesday 8:30 am-8:00 pm Thursday - Friday 8:30 am-4:30 pm

#### Health Services, A362, ext. 2340

\*Monday - Thursday 8:00 am-9:00 pm Friday 8:00 am-4:30 pm

#### Assessment & Testing, A148, ext. 2541

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

#### Financial Aid, A364, ext. 2248 and

 Registrar,
 A213, ext.
 2500 and

 Admissions,
 C101, ext.
 2506

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

 Friday
 8:00 am-4:30 pm

 \*Saturday (2 per month)
 9:00 am-12:00 pm

#### Learning Assistance Center, F119, ext. 2715 Monday - Friday 8:00 am-4:30 pm

Disabled Student Services, D119, ext. 2266 Monday - Friday 8:00 am-4:30 pm (Evenings by appointment)

Library, F-2nd floor, ext. 2584

8:00 am-10:00 pm
8:00 am-4:30 pm
9:00 am-3:30 pm
1:00 pm-5:00 pm

#### Bookstore, A231, ext. 2275

*Monday - Thursday	7:45 am-7:00 pm
Friday	7:45 am-4:30 pm
*Saturday	9:00 am-12:00 pm

\*evening services available.

# January

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Final Open Registration Building A	
Final Open Registration Building A	T II
	F 12
Final Open Registration Building A	<b>S</b> 13
	<b>S</b> 14

# January

<b>NO CLASSES -</b> Martin Luther King's Birthday	M 15
CLASSES BEGIN	<b>T</b> 16
	W IZ
	<b>T</b> 18
	F 19
	<b>S</b> 20
	<b>S</b> 21

DECEMBER	JANUARY	FEBRUARY
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# **Student Development Seminar Descriptions**

### Interviewing

Find out what the interviewer is looking for and how you should prepare for an interview.

## **Career Change for Adults**

Mid-life career change presents additional considerations for adults. Attend this session to find out steps to take in order to plan your career change.

### **Transfer Information Seminars**

If you plan to transfer to a specific four-year college or university after Harper College, attend one of these sessions to learn about the do's and don'ts of the transfer process.

### **Career Transitions**

Discusses ways to make changes in your life more easily.

### Job Search Techniques

Find out how to conduct a job search that puts you in control of your job hunt.

### **Career Interest Testing**

Begin your first step toward choosing a career path by taking (in Session I) and having interpreted (in Session II) a career interest inventory.

### The Juggling Act and the Stresses of Reentry

Adult students, you're not alone! Learn how to balance job, family and school.

### **Resume Writing**

Discover how to design a resume, which type is best suited for you and when and how to use a resume.

#### How to Earn Your Bachelor's Degree on Your Own Terms and Time

Learn about time-saving bachelor's degree programs for returning adult students.

### Study Skills for College Survival

For adult students whose study skills are a bit rusty.

### Self-Esteem: What is it? How Does One Get It?

Can we learn techniques for enhancing it?

### **Test Anxiety**

Do you freeze at the mention of the word "test"? Attend this session for some ways to handle "test stress."

### **Math Anxiety**

Do you avoid math at all costs? This group can help!

### Co-dependency and Its Characteristics

Co-dependents make up about 96 percent of the population. Learn what co-dependency is, why you may be a co-dependent and how changes can be made in your life.

For more information, contact one of the Student Development Centers in D142 or 1117, described on page 3.

### Things To Do



Career Testing I Workshop, 9:00-11:00 am	M
Career Transitions, 6:00-7:00 pm	22
DAWN Enlightenment: "Identifying & Using Your Personal Strengths", 12:00 noon	Ι
Interviewing Techniques, 6:00-7:00 pm	23
	W
Career Testing I Workshop, 6:00-8:00 pm	24
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Last Day for Refunds for 16-week classes, 12:00 noon	27
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# One Key to Success . . .

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

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

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

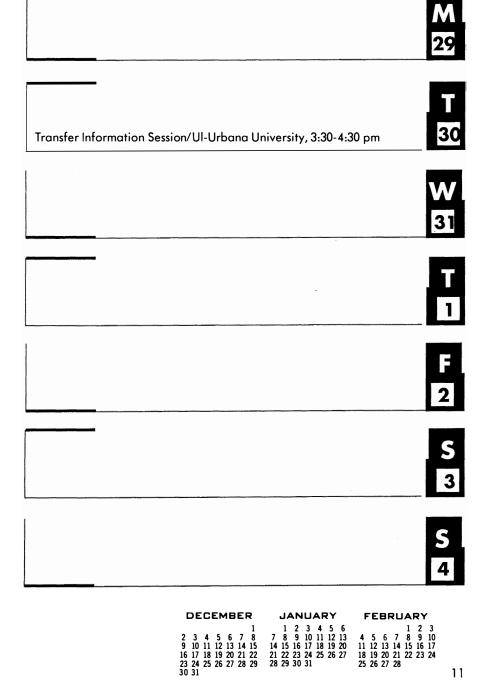
Seven reasons to participate-

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

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

Things To Do

# **January-February**



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### **Center for New Students**

F132 extension 2208

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

As a new student during the first few weeks of the semester, you may contact the Center for New Students if you have a question or concern regarding:

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

If you know someone interested in taking classes at Harper College, refer him or her to a General Information Session for Prospective Students, Call extension 2208 to reserve a seat at one of these daily sessions.

# **Campus Tours**

Familiarize yourself with the Harper College campus. Take a campus tour, led by a current Harper student, Tuesdays at 12:15 pm or Wednesdays at 4:00 pm. Tours leave from Admissions, C101. Call extension 2707 to reserve a space.

If you don't know where you are going, you'll end up somewhere else. Anonymous

Things To Do

# February

Math Anxiety Support Group, 1:00-2:00 pm Career Testing II Workshop, 9:00-11:00 am

Job Search Techniques, 6:00-7:00 pm

DAWN Enlightenment: "Bring Your Own Balance", 12:00 noon

Career Testing II Workshop, 6:00-8:00 pm

The Juggling Act & The Stresses of Re-entry (for Adult Students) 9:00-11:00 am

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# Six Tips for Preparing for Midterm Exams

 Consistently read and recite ideas aloud. After reviewing, organize and summarize your material.
 Form a study group.

 Ask instructors what they recommend for pre-exam work.
 Predict exam questions and create practice questions.
 Visit the Learning Assistance

5. Visit the Learning Assistance Center for help.

6. Acquire and use phone numbers from other students.

### Things To Do

# Advising/Registration for

Summer/Fall Semesters 1990 (for current and previously enrolled students)

See a counselor **NOW** to plan your program for fall semester. Check to see what courses are needed to reach your educational goal. Contact the Educational Planning and Personal Counseling Centers in D142 or 1117 for information and to make an appointment.

EARLY REGISTRATION will begin in LATE APRIL. Appointment cards are necessary. A general mailing in March to all students will give specific information.

Consider the postage stamp. It secures success through its ability to stick to one thing until it gets there. Josh Billings

# February

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Lincoln's Birthday (Class	ses not in session	)		M 12
	1.00.2.00			
Career Testing   Worksho The Juggling Act & The S 8:00-9:30 pm	-	ry (for Adult Stuc	lents)	13
Career Testing   Worksho	p, 6:00-8:00 pm			W
Blood Drive, 8:30 am-3:30				14
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Transfer Information Sessi Transfer Information Sess				T 15
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# The Learning Assistance Center

F119 extension 2715

# Free Tutoring—in over 60 subjects

individualized or in a group peer tutors and professional tutors

### Writing Improvement—courses

and individual support CMN 097—spelling improvement (1 credit) CMN 098—vocabulary improvement (1 credit) ENG 098—basic writing skills, on computer (3 credits) Open writing lab—get help with any assignments.

### **Reading Improvement**

- RDG 098—basic reading skills (3 credits)
- RDG 099—college-preparatory reading (helps with reading required in a colisted college class)
- RDG 105—improves reading speed and comprehension of college material (2 credits)

### **Success Seminars**

short courses (not short cuts) to being a better student

### Learning Skills

PSY 106—improves all skills necessary for success in college (3 elective credits) Computerized analysis available: your learning STYLE your learning POTENTIAL and MOTIVATION test performance analysis Individualized or group sessions on learning needs

For more information about the courses or any of these services call the LAC, extension 2715 or the Tutoring Center, extension 2539, check the College Bulletin or visit F119. Things To Do

# February

Math Anxiety Support Group, 1:00-2:00 pm

Interviewing Techniques, 1:00-2:00 pm

Career Transitions, 1:00-2:00 pm

Transfer Information Session/Eastern Illinois University, 12:00-1:00 pm

Blood Pressure Screening Day - various locations - Contact Health Service ext. 2268

Resume Writing Workshop, 6:00-7:00 pm

Transfer Information Session/UI-Chicago University, 12:00-1:00 pm

Transfer Information Session/UI-Chicago University, 5:30-6:30 pm

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# College Credit Courses Offered by Student Development

#### **PSY 106 Practical Psychology** 3 credits

Improves all skills necessary for college success, including study techniques, notetaking, time management and test taking. (Offered by the Learning Assistance Center.)

# **PSY 107 Humanistic Psychology** 2 credits

Promotes the personal growth and development of the individual. Selfunderstanding, confidence, motivation, clarification of goals and relationships with others are explored, especially as they may relate to educational and professional goals. Special topic sections are offered for returning adults, leadership development and managing life changes.

# **PSY 108 Topics in Psychology** 2 credits

Topics are designed for students who are undecided about their career goals or plans. Various activities include interest testing, decisionmaking strategies, examination of strengths and exploration of career materials and resources.

Contact any Student Development Center for further information.

> If you think you can't, you won't! If you think you can, you will! Anonymous

Things To Do

# February-March

Career Transitions, 6:00-7	:00 pm			M 26
Non-Traditional Alternati Career Testing II Worksho		es, 8:00-9:00 pi	n	T 27
Career Testing II Worksho	op, 6:00-8:00 pm			<b>N</b> 28
				T 1
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Mammography Screening	- Contact Health S	ervice, ext. 22	58	<b>S</b> 3
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### Evamarie Pilipuf

Distinguished Scholar and Student Aide in the Student Development Center in Building D

"Working in Student Development has really helped me to get to know Harper College better. I've learned where things are, how to find the answers to questions, and lots of tips that make being a student here much easier. I've also gotten to know a lot of counselors and teachers on a more friendly level, which I really like."

You can't go forward with the brakes on. Anonymous

# Things To Do

# DAWN Enlightenments

Community speakers will present monthly lunchtime seminars on topics related to drugs and alcohol. Please join us.

Call the DAWN office at 2626 for further information.

# PALS

Peer Advisors Listening to Students

Students caring about student's concerns, PALS are volunteers providing student-to-student information and caring. The program is sponsored by DAWN. For further information, contact the DAWN office in Health Service A362, ext. 2626.

# March

Math Anxiety Support Group, 1:00-2:00 pm	
Job Search Techniques, 6:00-7:00 pm	Μ
National Collegiate Drug Awareness Week - Building A Contact DAWN, ext. 2626	5
Study Skills for College Survival, 2:00-3:00 pm	
Career Transitions, 9:00-10:00 am	
DAWN Enlightenment: "Personal Perspectives on Recovery", 12:00 noon	6
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Resume Writing Workshop, 6:00-7:00 pm	7
Lo Fat Pig Out - Building A Cafeteria	8
Mid Term	
National Collegiate Drug Awareness Week - Building A Contact DAWN, ext. 2626	F
Mammography Screening - Contact Health Service, ext. 2268	9
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### You Can Take Courses in Canterbury, England or Salzburg, Austria!!

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

- 1. Make sure you have completed 15 credit hours with a minimum 2.75 G.P.A. at Harper College.
- Make an appointment with Janet Friend Westney (extension 2522, 1117) or Frances Brantley (extension 2393, D142) for program information and to pick up an application packet.
- 3. Attend the Study Abroad information meeting for complete details.
- Submit all application materials to Bruce Bohrer, Director of Admissions, Building C, Room 101.
- 5. Register for International Studies classes in a special registration session with Janet Friend Westney and Frances Brantley.
- Attend the one-day student orientation program held at Illinois State University.

Reading furnishes our mind only with materials of knowledge; it is thinking that makes what we read ours.

Things To Do

John Locke

# March

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Interviewing Techniques, 6:00-7:00 pm	12
Career Testing I Workshop, 6:00-8:00 pm	
Non-Traditional Alternative Bachelor Degrees, 12:00-1:00 pm	13
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Career Testing I Workshop, 1:00-3:00 pm	14
Transfer Information Session/Illinois State University, 12:00-1:00 pm	15
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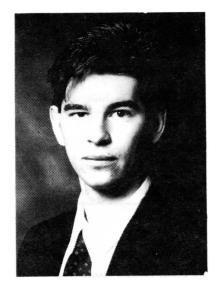
# **Career Planning Center**

A347 extension 2220

The Career Planning Center helps students make career and life planning choices through the following services:

- Student Development counselors who assist with the decision-making process
- Interest inventories, personality and aptitude testing
- Seminars for career decision-making or job-hunting strategies
- PSY 108, a career planning course (2 credits)
- Career library including books, videos and printed materials
- Computerized guidance programs, such as DISCOVER, GIS and the Illinois Vocational System.

### Things To Do



#### Scot Mazur

Student Aide in the Placement Office

"I wish I hadn't waited until my last semester at Harper to get a job here. I've met lots of people, gotten to know the inner workings of campus, and I really budget my time well."

"When I transferred here from a university, I had a lousy attitude. I'd had lots of fun away at school. My grades were better here, but I wasn't enjoying myself. I should have been more open-minded, and looked for the positive."

"Harper has most of what other colleges and universities have, but you have to get involved to see all the good things, and to make a good social life part of your experience here. Don't wait too long."

Learning is not a task or a problem - it is a way to be in the world. Man learns as he pursues goals and projects that have meaning for him. Sidney Jourard

# March

Spring Vacation (Classes not in session)	<b>M</b> 19
Spring Vacation (Classes not in session)	<b>T</b> 20
Spring Vacation (Classes not in session)	W 21
Spring Vacation (Classes not in session)	T 22
Spring Vacation (Classes not in session)	F 23
Spring Vacation (Classes not in session)	<b>S</b> 24
Spring Vacation (Classes not in session)	<b>S</b> 25

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# **Placement Office**

A347, extension 2720

The Placement Office assists students with their employment needs while in school and after graduation. Placement personnel serve as a liaison between Harper College students and alumni and potential employers. Services include:

# **Computerized Job Matching**

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

# Job Opportunity Bulletin and Listings

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

# Job Search Assistance

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

## **Career Planning Resources**

The Career Planning Center and the Placement Office maintain an extensive career library including resources about many different career areas, job trends and employer information, plus information on how to write resumes, how to look for a job and how to interview.

# Things To Do

# **March-April**

Math Anxiety Support Group, 1:00-2:00 pm	M 26
Career Testing II Workshop, 6:00-8:00 pm Risk Taking, 7:00-8:30 pm	T 27
Career Testing II Workshop, 1:00-3:00 pm	<b>W</b> 28
	T 29
	<b>F</b> 30
Test Anxiety Seminar, 9:00 am-3:00 pm	<b>S</b> 31
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# Definitions/Define/Defi . . .

# Grade Point Average (GPA)

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

### Grading system

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

# What to Do if you Get an Incomplete:

1. Review the Incomplete Grade Contract you received from your instructor.

 Complete all work by mid term of the following semester. (Spring semester incompletes must be made up by mid term of fall semester.)
 After you turn in your completed work to your instructor, follow up to check that a Grade Change report with your new grade is filed in the Registrar's Office.

## **Progress Check**

Be aware of your academic progress in every class you are taking. Ask your instructor for help if you are experiencing difficulty in any of your classes. Free tutoring is also available in the Tutoring Center in F132. If you find you need to drop a course, remember to do so in the Registrar's Office by April 12, 1990. If you fail to do so, you will receive an "F" grade in the course, instead of a withdrawal "W" designation.

# Things To Do

One of the best lessons that anyone can learn in life is how to use time wisely. *William A. Irwin* 

Resume Writing Workshop, 6:00-7:00 pm	<b>M</b> 2
Career Testing I Workshop, 6:00-8:00 pm DAWN Enlightenment: ''Hooked on Hooked'', 12:00 noon Transfer Information Session/Southern Illinois University, 4:00-5:00 pm Wellness Week Transferring: What To Do When You Get There, 3:30-4:30 pm	T 3
Interviewing Techniques, 6:00-7:00 pm Transfer Information Session/Southern Illinois University, 12:00-1:00 pm Wellness Week Health Fair, 9:00 am-3:00 pm	<b>V</b> 4
Wellness Week	Т 5
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MARCH         APRIL         MAY           1         2         3         1         2         3         4         5         6         7         1         2         3         4         5         6         7         1         2         3         4         5         6         7         1         2         3         4         5         6         7         1         2         3         4         5         6         7         1         2         3         4         5         6         7         1         2         3         4         5         6         7         1         2         3         4         5         6         7         1         2         3         4         5         6         7         1         2         3         4         5         6         7         1         2         3         4         5         16         17         18         19         11         12         13         14         15         16         17         18         19         20         21         22         23         24         25         26         27         28         20	29

April

### Student Employment

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

### Working while you are in school

Most Harper College students work, balancing study and work responsibilities very well. To be successful at combining these, keep in mind that it is necessary to limit the number of credit hours you register for according to the number of hours you work. Good time management techniques are also necessary. If you feel you'd like some help with managing your work/study load, stop in one of the Student Development Centers in D142 or 1117.

### Job Hunting Tips

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

Things To Do

If you want to make an easy job seem mighty hard, just keep putting off doing it.

Olin Miller

	April
Math Anxiety Support Group, 1:00-2:00 pm Career Testing I Workshop, 6:00-8:00 pm	M 9
Job Search Techniques, 6:00-7:00 pm	<b>T</b> 10
Career Testing I Workshop, 1:00-3:00 pm Transfer Information Session/Loyola University, 12:00-1:00 pm	
Last Day to Withdraw from 16-week classes, 12:00 noon	T 12
Good Friday (Classes not in session)	F 13
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# **Assessment and Testing Center**

A148, extension 2541

- \*Math, English and reading assessment tests for new students
- \*Tests for telecourses and independent study programs
- \*Departmental proficiency and CLEP tests
- \*Entrance exams for limited enrollment programs
- \*Source of information for national testing programs, such as the ACT, GRE, MCAT, and LSAT.

# Checking Your Progress Toward Graduation

The Student Development Centers in D142 and 1117 can check a student's progress toward graduation with a new computer system. Stop in to check your progress toward a Harper College degree.

# Planning to Transfer?

It is not too soon to start the process!

If you have questions about transferring, see a counselor in one of the Educational Planning and Counseling Centers in D142 or 1117.

Use the DISCOVER computer program located in the Career Planning Center, A347, to find a college to match your needs and interests.

Things To Do

You may be on the right track but if you just sit there you'll get run over. *Will Rogers* 

	April
Resume Writing Workshop, 1:00-2:00 pm	M 16
Career Testing II Workshop, 6:00-8:00 pm Co-Dependence and Its Characteristics, 8:00-9:30 pm	T 17
Interviewing Techniques, 6:00-7:00 pm Blood Drive, 8:30 am-3:30 pm	W 18
	T 19
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# **Health Services**

A362, extension 2268

The Health Services staff is committed to promoting your total health and well-being. Registered nurses staff Health Services whenever it is open and a physician is available on a part-time basis. The following health services are available without charge to students.

- \*Treatment for minor injuries and illnesses
- \*Testing services including strep throat, mononucleosis, pregnancy, sexually transmitted diseases, and vision and hearing screening
- \*Medication for minor illnesses
- \*Information and counseling for personal health concerns
- \*Seminars and programs
- \*Literature on health problems and wellness issues

All visits to Health Services are strictly confidential!

# Things To Do

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

The Drug, Alcohol, Wellness Network is a comprehensive proactive drug and alcohol prevention program for students and other members of the Harper College community.

It is designed to promote healthier lifestyles by increasing awareness of how alcohol and other drugs affect attitudes, decisions and relationships.

DAWN provides: education programs support groups counseling resource and referral information Peer Advisors Listening to Students (PALS) program

All services are free and confidential.

DAWN also encourages your participation in the development and implementation of programs and activities.

For additional information, contact the DAWN office in Health Services, Building A, Room 362, extension 2626.

Little by little, does the trick. Aesop

Math Anxiety Support Group, 1:00-2:00 pm	M
Career Testing II Workshop, 6:00-8:00 pm	23

Career Transitions, 6:00-7:00 pm

Test Anxiety, 7:00-8:30 pm

Career Testing II Workshop, 1:00-3:00 pm

Test Anxiety, 9:00-11:00 am

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# **Disabled Student Services**

D119, extension 2266

Disabled students have access to a variety of specialized services through the Disabled Student Services Department. The D.S.S. will assist students in choosing their courses, setting career goals, obtaining services such as tutoring or notetaking and advocating for their special needs, e.g. receiving extended time for an exam. Each new disabled student goes through an intake process to determine his or her needs. The D.S.S. also is responsible for the physical accessibility of the campus.

# Harper Learning Resources Center

The Learning Resources Center at Harper College is centrally located in Building F. Housed on the first floor are the media collection, graphics, print shop, media distribution, TV production and photo production. On the second floor are the print collection, reference and related services, acquisitions and cataloging.

# Things To Do

All men by nature desire to learn. Aristotle

# **Financial Aid**

A364, extension 2248; veterans' extension 2254.

A comprehensive financial aid program is available, including scholarships, grants-in-aid, loans, veterans' benefits, educational opportunity grants, college work study program and other employment opportunities. As they become available, community and private scholarships are advertised in the school newspaper and on-campus bulletin boards.

	April-May
Career Testing II Workshop, 6:00-8:00 pm	M 30
DAWN Enlightenment, 12:00 noon Job Search Techniques, 1:00-2:00 pm	T
Resume Writing Workshop, 6:00-7:00 pm	W 2
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# **Athletics & Sports**

One way to get involved and to get in shape is to use the facilities available here on campus. Whether you're interested in serious athletic competition, getting in shape or just having fun the Physical Education, Athletics & Recreation Division offers many classes, programs and activities just right for you.

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

Organized activities include classes for credit and non-credit, a variety of intramural sports for men and women and intercollegiate competition in 14 varsity sports. The facilities also are open to students, staff and community members at regularly scheduled times throughout the week for those who just want to exercise and have fun.

Stop by Building M, Room 219 for further information.

## Things To Do

Dost thou love life, then do not squander time, for that's the stuff life is made of. Beniamin Franklin

# May

Math Anxiety Support Group, 1:00-2:00 pm	Μ
Interviewing Techniques, 6:00-7:00 pm	7
	T
Career Transitions, 6:00-7:00 pm	8
Job Search Techniques, 6:00-7:00 pm	W
Non-Traditional Alternative Bachelor Degrees, 8:00-9:00 pm	9
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FINAL EXAM WEEK			<b>M</b> 14
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National Employee Fitness Day			W 16
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			<b>S</b> 19
Graduation			<b>S</b> 20
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# Campus Directory 708/397-3000

•				
President's Office Bldg./Room Ext				
		Bldg./Room		
Paul N. Thompson	President	A308	2390	
Academic Affai				
David Williams	Vice President of Academic Affairs	A317	2370	
Charles Harrington	Dean of Instruction	D129	2290	
George Voegel	Dean of Curriculum Development	D129	2260	
_				
Administrative 3	Services			
Vern Manke	Vice President of Administrative Service	sA221	2380	
Vic Berner	Dean, Business Services/Finance	A219	2218	
Student Affairs				
Bonnie Henry	Vice President of Student Affairs	A317	2360	
Student Develo	nmont			
		1217	0244	
Joan Kindle	Dean	A347	2346	
Student Develo				
	Career Planning Center	A347	2220	
	Placement Office	A347	2720	
	Center for New Students & Orientation	F132	2208	
	Educational Planning and	1117	2522	
	Counseling Centers	D142	2393	
	Assessment and Testing Center	A148	2541	
	Assessment and rearing center	/1140	2041	
Admissions Offi				
	••	C101	2206	
Bruce Bohrer	Director Continuing Education Registration	C101 C101	2410	
	Admission Outreach	C101	2247	
	Admission Obligaci	CIVI	224/	
Financial Aid				
Frank Solano	Director of Financial Aid &	A364	0/00	
	Veterans Affairs	A364	2622	
Registrar's Offic				
Steve Catlin	Dean of Admissions and Registrar	A213	2303	
Student Activities				
Jeanne Pankanin	Director	A338	2242	
	Health Services	A362	2268	
Academic Enrichment and Language Studies Division				
Liz McKay	Degn	F128	2204	
Barbara Schmeltz	Administrative Assistant	F128	2204	
Pal Mulcrone	Adult Educational Development	F127	2223	
Jean Chapman	English as a Second Language	F127	2226	
Sally Koziar	Interpreter Training	D119	2266	
Lee Vogel (on leave)	Learning Asst Center	F119	2715	
Sally Koziar	Sign Language Studies	D119	2266	
Nimi Jonadoss Rena Trevor	Tutoring Center	F132 P124	2539 2560	
Kend Irevor	Women's Program	r 1 <b>2</b> 4	<b>∡</b> 360	

There is only one success - to be able to spend your life in your own way. Christopher Morley

### **Business and Social Science Division**

Dusiness and Se	DCIAL SCIENCE DIVISION		
Tom Johnson	Dean	1249	2221
Rose Trunk	Accounting Aide	J256	2354
Maria Coons	Banking and Savings	J274	2563
Bob Zilkowski	Business Information Mnagement	1214	2555
Maria Coons	Commercial Credit Management	J274	2563
Virginia Bender	Data Processing	1220	2817
Paul Faham	Economics	1109	2812
Peggy Maas		1107	2012
reggy mous	Executive Secretary Development and Secretarial Office Management	1212	2516
Maria Coons	Financial Management	J274	2563
Lou Buchenot		A133	2563
Les Hook	Food Service Management	1109	
Don Sedik	History - Political Science		2431
Suzanne Havlic	International Marketing	I205b	2357
		4070	05/0
(Sabbatical leave)	Journalism	A379	2562
Peg Smith	Legal Secretary	1222	2351
Sharrie Hildebrandt	Legal Technology	J163	2407
Don Sedik	Marketing - Management	I205b	2357
Gene Magad	Material Management	J264	2358
Virginia Bender	Micro Computers in Business	1220	2817
Mike Ostrowski	Psychology	J158	2435
Wally Davis	Real Estate	J246	2520
Ron Stewart	Sociology	J171	2433
Barbara Radebaugh	Supervisory and Administrative		
	Management	J272	2438
Bob Zilkowski	Word Processing	1214	2555
	cation and Program Serv		
Bill Howard	Dean	C102	2655
		C102	2655
Disabled Stude	nt Services		
	nt Services Coordinator	C102	2655
Disabled Stude	nt Services Coordinator Student Development	D119	2266
Disabled Stude	nt Services Coordinator		
Disabled Stude Tom Thompson	nt Services Coordinator Student Development Counselor/Advisor	D119	2266
Disabled Stude	nt Services Coordinator Student Development Counselor/Advisor	D119	2266
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### Life Science and Human Services Division

Pat Bourke	Dean	D191d	2523
Jim Arnesen	Biology	D291f	2348
Liz Thompson	Certified Habilitation Aide	D191	2523
Carol Neuhauser	Child Development	D291a	2238
Jane Thomas	Child Learning Center	1123	2262
Kim Knudsen	-		
George Evans	Criminal Justice	D268	2239
Marianne Holt	Dental Hygiene	D159	2474
Jane Allendorph	Dietetic Technology	D192a	2537
Pat Wisner	Health Care Program —		
	Continuing Education	D192b	2687
Vera Davis	Medical Office Assistant/Transcription	D197b	2444
Judy Dincher	Nursing	D191	2523
Ed Metcalf	Parks and Grounds Operation	V104	2411
Randy IIIg	Management	T101	2857
Bob Barger	Pharmacy Tech	D191	2476
Judy Dincher	Operating Room Technician	D191c	2533

### Physical Education, Athletics and Recreation

John Gelch	Dean	M213	2846
Tom Choice	Athletic Academic Coordinator	M222	2466
Will Hoffman	Cardiac Exercise		
	Technician Program		
	Human Performance Lab	M216	2486
Bob Nolan	Physical Education	M214	2479
Tom Choice	and Recreation	M222	2466

# Technology, Mathematics and Physical Sciences Division

George Dorner	Dean	H119	2374/2375
Joe Yohanan	Architectural Technology	H216	2367
Roger Mussell	Automation	H214	2546
Jeanne Murphy	Building Codes and Enforcement	J151	2379
Dave Macaulay	Chemistry	D243	2450
Duane Sell	·	D245	2408
Roger Mussell	Electronics	H126	2546
Bob Campbell	Engineering	H233	2798
Mike Lackman	Fire Science	J151	2841
Margaret Scott	Mathematics	D205	2401
Tom McCabe		D204	2402
	Machine Shop, Welding and		
	Numerical Control	H119	2374
Bill Hack	Mechanical Engineering Tech	H233	2798
Larry Knight	Physical Science	D140	2589
Guido Norini	Refrigeration/Air Conditioning	H233	2800
John Shola		H214	2823

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