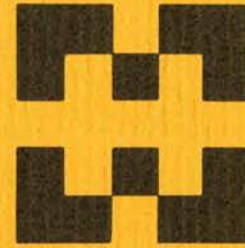


harper college student handbook 1971/72





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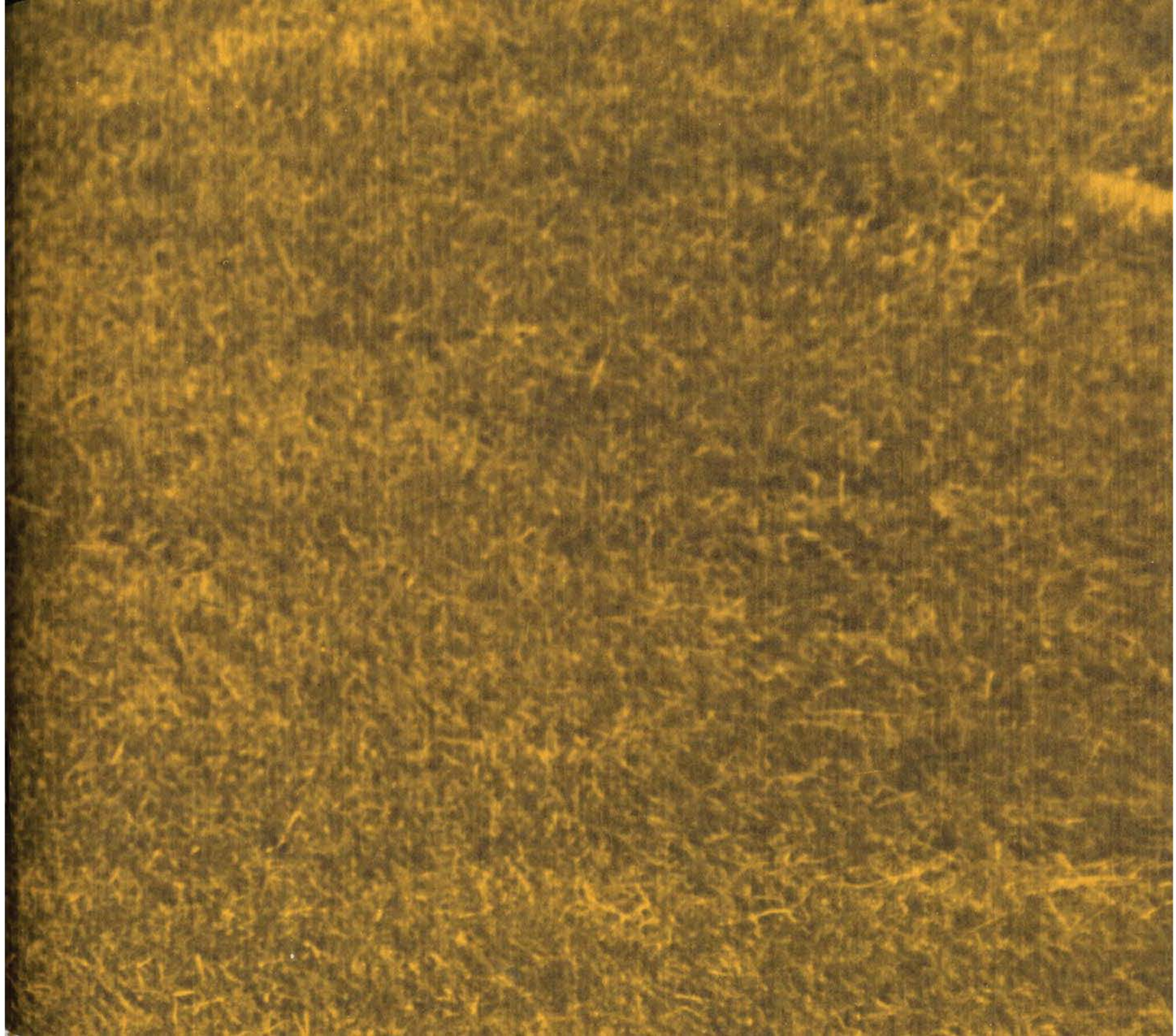








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introduction dialogue

Left to right
Robert Lahti Harper College President
Cary Annen Student Body President
Frank Borelli Director Student Activities
Cook Student Provost

BORELLI: In the short existence of Harper College, we have been able to develop the student activities area into what we consider one of the leading programs in the country among community colleges. Our co-curricular programs of films, lectures, concerts and symposiums, plus a very complete athletic program, provide a variety of choices for every student to take full advantage of the personal growth opportunities available here.

LAHTI: Yes, Frank. I believe the success of these programs and their increasing popularity among students and their families indicate something that goes deeper than the inherent quality of these services for students. The people who are delivering these



services are doing an excellent job because the students are developing a pride of ownership in their community college. They care about Harper and they want it to be the best college they can help it become.

ANNEN: Could you expand upon that? Perhaps you could point out the kinds of "inputs" or communications channels our students use which enable us to measure this "pride of ownership" as you term it?

LAHTI: Certainly. I think you'll agree that a number of the "inputs" are right here. How many times have each of us—you as student senate president, Rich as student provost, Frank as student activities director, and myself as president—been stopped by students in the hallways, the cafeteria, or visited in our offices? We don't keep score but I think we'll agree it's a daily occurrence. It's our job to be available to students.

COOK: Combined with the formal lines of communication we have, the availability of faculty and administrators really helps to move good ideas along.

LAHTI: There's no question about it. If there's some controversy brewing say between the student senate and one of the publications, the *Harbinger* or the *Halcyon*, we seldom are surprised because we've already heard about it from one or more parties directly. But both kinds of communications are necessary. The student senate and publications reach a much wider audience on the campus than any faculty member or administrator can personally. And I think we can agree that the senators and the publications staffs have been doing an increasingly effective job in sparking interest in and concern about the college and its purposes.

BORELLI: Our accreditation by the North Central Association last spring gave us a vote of confidence in the way we were fulfilling our purposes in all areas of college

operations. The question now is "Where do we go from here?"

LAHTI: That's it exactly. The college has come of "age" so to speak. It has a certain stability. But stability can easily turn into staleness if too many people in an institution begin resting on their laurels. This has not started happening here. But we should face the fact that as we stand now we are pretty much the same as most other community colleges in the way we schedule, populate, and teach classes. Our students and our teaching faculty can do much to break the traditional pattern of education. Some of our faculty members, through use of the equipment and staff in our Learning Resources Center, have introduced new approaches in a number of instructional areas. This is a step in the direction we want to take.

ANNEN: Dr. Lahti, the administration is planning to take a major step in this direction during the 1971-72 college year, isn't it? I recall that an institutional goal has been set for developing a special "feedback" system.

LAHTI: That's right, Cary. My staff and an administrator from academic affairs are developing a proposal for a scientific student feedback system which will provide Harper administrators, faculty members and trustees with better information on the effectiveness of our educational services. This goal is part of a combination internal-external feedback system for which we hope to attract a foundation or government grant in order to fund it.

BORELLI: This kind of a system can help us all do a better job of serving the needs of our students. And like every other formal channel of communications, it will serve to enhance person to person communication.

LAHTI: I think we can count on it to do just that, Frank.



student development

Counseling

Counseling is one of the most important and necessary aspects of a community college. Harper recognizes this fact and has developed an extensive program of counseling services. All students are encouraged to see a counselor when they need assistance in selecting a vocation. Counselors also serve as academic advisers, and all full time students are assigned to a specific counselor.

A comprehensive testing program is available to students without charge. Through proper interpretation, the tests can give valuable information regarding ability, aptitude, interests and personality. Comprehensive vocational, educational testing and counseling service are also available to the community. The GED (General Educational Development)



test can be taken through the college Counseling Center.

Human Motivation Seminars (small student groups numbering six to ten) are provided through the counseling department. The seminars are designed on a basis which allows individuals to experience more honest positive interaction with each other as a means for promoting personal growth. Individual strengths, values, goals and achievements are some of the concepts discussed during the 8-week sessions.

A decentralized counseling approach is used at Harper which houses counselors within divisional offices. Counselors are thus readily accessible to students on an appointment basis. In addition, a counselor is always on duty in the main counseling center for students on a non-appointment basis both during the day as well as Monday through Thursday evenings.

The Counseling Center, located in the College Center, Building A, contains a vast amount of valuable information, such as: a career library describing thousands of vocations, filmstrips and recordings on career information, a machine used for assisting the student in college selection, and college catalogs for personal use by students.

Academic and Vocational Testing

Have you ever asked yourself, "Do I really know what I want to do?", or "What am I interested in?", or "What are my abilities?" If you have and you weren't satisfied with your answer, you may get some insight about yourself, your abilities, and your interests by taking a battery of tests. These tests are available in the Testing Services office in the Counseling Center.

Community Counseling Center

Do you know a friend or relative who is unsure of his vocational goals, his job, or his goal in life? If you do, Harper College's Community Counseling Center for non-Harper students may be able to provide some assistance in solving these and other personal

problems. For information, contact the Counseling Center.

Health Service

The Health Service is located in Room A362, next to the Counseling Center and is open from 8:30 a.m. to 10:00 p.m. Registered nurses staff the Health Service and perform the following functions for students, faculty and staff:

1. Confidential health counseling
2. First-Aid
3. Treatment of minor illnesses
4. Health education

A rest area is available in the Health Service for anyone who desires a place to rest during school hours.

Symposiums and programs are planned throughout the school year and literature is made available to increase the students' awareness and knowledge of health problems and information.

Financial Aid and Employment

An extensive program for meeting the financial needs of students is administered by the office of Placement and Student Aids. This office is located in the College Center. Available to students are scholarships, loans, educational opportunity grants, and various college work opportunities. In addition, students may obtain aid in finding employment in private business and industry. Brochures describing the financial aid program are available in the Counseling Center located in the College Center, Room A347.

Veterans Programs

Veterans are eligible to receive assistance under the G.I. bill, the Veterans Vocational Rehabilitation Act, and War Orphans Education Assistance Program. Veterans who entered service as residents of Illinois are also eligible for a tuition scholarship for four (4) calendar years. They should contact the nearest veterans administration office or Harper's Student Aids office for further details. Dependents of deceased parents or



guardians who were in the social security program may be eligible for benefits. Under this program, benefits to college students are payable through age 22.

Handicapped students may receive compensation through the local office of the state division of vocational rehabilitation located in Mt. Prospect, Illinois.

Tuition rebates are provided by many area businesses and industries to their employees as an incentive for them to continue their education. Students who are employed should contact either their company representative or Harper's office of Student Aids for further details.

Placement

The office of Placement and Student Aids helps graduates of Harper's career programs find full time permanent employment. Also part time and summer placement services are provided to Harper students who file applications with the Placement Office. Interview facilities are provided for college representatives and business and industrial recruiters seeking contacts with Harper students.

Student Achievement Recognition Program

Each year since 1969 Harper College has participated in the newly established Student Achievement Recognition Award Program sponsored by the Illinois Junior College Board and Continental Illinois National Bank and Trust Company of Chicago. A young man and young woman who best exemplify progress toward setting and achieving their goals are chosen from applicants from divisions and career programs in the college. The winners go on to regional and state finals and can receive up to \$1,350 plus a certificate, a plaque, and a trophy.

Employment Recommendations

Full-time college employees are limited to no more than six hours of college work. No full-time student should be employed for

more than fifteen or twenty hours per week.

Student Government

The Student Senate of Harper College (SSHC) represents the student body through elected officers and senators who serve as the voice of the students in affairs which directly concern them. SSHC consists of five officers and twenty-five senators. Elections were held for the five officers and ten senators in the spring of 1971. Fifteen more senators will be elected within the first three weeks of school this fall.

SSHC is the main vehicle of student participation in the activities of the college and in the formulation of policies that affect students. Students are strongly encouraged to voice their opinions through their Senate. This can be done by attending any Student Senate meeting or leaving word in the Student Government Office located on the third floor of the College Center.

Student Activity Fee

Student Activity fees, used to promote the student activity program, establish a fund which is budgeted by a committee of the Student Senate and approved by the Student Senate and Student Personnel Committee of the Faculty Senate. Monies from this fund are used to support the student government, cultural arts series of lectures, films, concerts, drama and art exhibits, social program, student publications, intramural program, inter-collegiate athletics, speech team, clubs and organizations, and any other programs or activities approved by the Student Senate which directly benefit the student body.

Cultural Arts Series

The Cultural arts series provides the college and community with programs representative of the various fine arts — art, dance, drama, films, lecturers, and music. Financed by the student activity fee, these are planned by a student-faculty cultural arts committee and scheduled regularly throughout the year.



The College Center

The College Center is an integral part of the Harper activity program. It is the scene of lectures, concerts, informal discussions, teach-ins, dances, meetings, conferences and a variety of other activities. Its facilities include food service area, lounges, meeting rooms, game room and offices for student government, clubs and organizations, student publications, counseling, health service and financial aids and placement.

In order to insure optimum use of the facilities, several building policies have been established. Card playing and other table games are permitted in the College Center except in the cafeteria between 10:30 a.m. and 1:30 p.m. Because of limited seating during these peak hours, the cafeteria is to be used solely for dining purposes. Card playing and other table games, visiting, studying, or any other activity, except dining, will not be allowed. The second floor lounge and third floor game room are available for these other activities. Regulations governing the use of the game room are posted in that area. Students are not allowed to use the lounges for sleeping, particularly the fireplace area. A rest area with sleeping cots is available in the Health Center, A362. Programs are occasionally held which require special arrangements and/or the movement of students from one area to another. In such cases regulations will be posted or announcements will be made pertaining to the area affected. The fireplace lounge area and game room are usually closed during formally scheduled activities in the lounge.

Bulletin Boards and Publicity

A list of weekly college events and announcements is placed in the college newspaper, the Harbinger, the Weekly Bulletin, and on bulletin boards. Publicity must be approved by the Student Activities Office, A331, and may only be hung or distributed in designated locations. Recommended poster size is 14" x 22", however, larger posters will be allowed if space is available. The name of the organi-

zation sponsoring a campus activity or event must appear on all publicity material. A poster service is also available through the Student Activities Office. Generally posters shall be displayed for a period not to exceed two weeks. Exceptions to these regulations may be requested through the Student Activities Office.

Distribution of Literature

Individual student and/or student organizations may distribute literature on campus providing the literature and distribution procedures are within the context of the student conduct code and are registered with the Student Activities Office, A331. General distribution of literature is normally restricted to the College Center and other lounge areas on campus. If tables or booths are to be used, they should be requested through the Student Activities Office, A331, at least two days before they are needed.

Intramurals

Intramurals can be a meaningful and important part of student life at Harper College. A competitive and recreational program has been developed around the needs and interests of the student body. Since our college opened in 1967, student interest and participation in each program offered has guided the formation of interest groups and clubs in a variety of activities. Growth in many of these activities this year will lead to extramural competition with other colleges and universities in our area.

All students are welcome to participate in the wide variety of activities the college intramurals program offers. These activities include competitive sports for men and women conducted on an interclass and open division basis that follows physical education class offerings, Women's Athletic Association activities, co-ed activities, College Center Recreational Program, interest groups, and sport clubs.

The Intramural Office will be open each day. Feel free to drop in any day at the Fieldhouse,



Room 203, and talk about any activity or program you have an interest in. Mr. Roy Kearns, Coordinator of Intramural Athletics and Recreation, welcomes your participation.

Intercollegiate Athletics

Harper is a member of the Skyway Community College Conference and the National Junior College Athletic Association. Colleges in the conference are Triton, Elgin, Waubensee, Lake County, McHenry, Amundsen, Oakton and Harper.

Sport	First Official Practice	Daily Practice Times
Football	September 1	4:00
Golf	September 13	3:00
Cross Country	September 13	4:00
Basketball	October 15	5:00
Wrestling	October 15	4:00
Baseball	February 28	4:00
Tennis	February 28	4:00
Track	February 28	4:00

All student athletes in any sport must furnish an adequate *physical examination* given by a physician previous to his competition for each collegiate year in which he competes.

Coaches welcome the opportunity to discuss their sports with any student who is interested. Students interested in participating in a particular sport should contact the coach of that sport as soon as possible to determine his eligibility status. More information is available from Mr. John Gelch, Director of Athletics. Fieldhouse, Room 100.

Clubs and Organizations

Students are encouraged to join existing clubs and organizations or to begin new ones in areas of special interest. The following clubs are formally recognized by the college and several others are in the process of applying for recognition. (The college has ruled against the formation of social fraternities

and sororities.) Students should contact the Student Activities Office A331-2, for additional information.

Data Processing Management Association
 Electronics Club
 Future Secretaries of America
 Harper Association of Marketing Management Students
 Harper's Bizarre
 Harper Players
 Harper Sports Car Club
 Human Rights Club
 Junior American Dental Hygiene Association
 The Newman Community
 Nursing Students Club—First Year
 Nursing Students Club—Second Year
 Phi Theta Epsilon (Law Enforcement)
 Practical Nurses Club
 Psychology Club
 Sports Club
 Spread Eagle Ski Club
 Talons Club (Lettermen)

WHCR

WHCR, student radio station, is managed, staffed and operated entirely by students. The station is currently a closed circuit operation within the College Center. Positions available to interested students include announcers, engineers, news announcers, copy writers, sports staff and management personnel. Interested students should contact the station office in the College Center, A340.

Cheerleading

The Harper Cheerleaders provide and promote spirit and support the athletic programs through encouragement of student participation at the various athletic events. Those interested should contact Miss Martha L. Bolt, Instructor, in the Fieldhouse.

The Hawkettes

The Hawkettes Pompon Corps, consisting of eighteen girls, has completed its third year of promoting school spirit. Under the direction of Mrs. Sue Thompson, Instructor, the



girls perform dance and march pompon routines at football and basketball games. Half of the girls were chosen in the spring, 1971, and the remainder will be chosen in the fall, 1971, to represent Harper for the 1971-72 season.

Student Publications

A number of opportunities are available to students who want to work on the **HARBINGER**, the college student newspaper. Along with receiving valuable personal experience in the writing of news stories and feature articles, students may become familiar with layout, copy editing, ad selling, business and editorial management. Some travel opportunities are available to student conferences and conventions and a limited number of tuition rebates are made available to deserving students at the end of each semester. For 1971-72, **HARBINGER** will be published weekly with an average run of 4000 copies and an average size of 8 pages. Interested students should contact Randy von Liski, Editor-in-Chief, A364, College Center.

Besides the **HARBINGER**, Harper College publishes a feature magazine, **HALCYON**. In the past **HALCYON** was issued twice per semester, but during 1971-72, **HALCYON** hopes to expand its number of publications. **HALCYON** provides an opportunity for in depth studies of issues facing the college community. At the same time it allows a creative outlet for student researchers, writers, artists, and photographers. A limited number of tuition rebates are made at the end of each semester. Interested students should contact Frank McCoy, Editor-in-Chief, A367, College Center.

A literary magazine, **POINT OF VIEW**, is printed annually each spring. Interested students should contact Mr. Tierney, Communications Division, F349, or Mr. Foust, Humanities Division, C223.

Food Services

The Food Service department reports to the

vice president of student development and is responsible for all food service and vending on the campus.

For your pleasure and convenience, a number of food service facilities are available in the College Center. The main cafeteria on the first floor offers a wide variety of hot food, snacks, and short order items throughout the day, subject to the following schedule:

Day	Hours Open
M-Th	7:30 a.m.—8:00 p.m.
Friday	7:30 a.m.—3:30 p.m.

The snack bar on the second floor is open from 10:30 a.m. to 1:30 p.m., Monday through Friday and will offer short order items, soft drinks and snacks. Vending machines are available in the lounge whenever the building is open.

Buffet service is available in the second floor dining room from 11:15 to 1:15 Mondays through Fridays. Reservations may be made for special occasions.

Catering is available for all campus functions at which food service management program will be participating in the preparation and service of food under the guidance of a master chef and baker and a professional food management staff.

Your comments and constructive criticism regarding any aspect of the college's food services are welcome.

Identification

Identification cards are issued to all students. I.D. cards must be carried at all times and will be used for checking out books from the library, for admission to social, cultural, and athletics events, for voting in student elections, and for other occasions requiring identification.

Students who lose their I.D. cards must report this immediately to the Director of Student Activities Office. There is a \$2.00 replacement charge. The I.D. card will be validated each succeeding semester at registration fol-



lowing payment of fees.

Student Dress

There is no formal dress code; however, any student whose dress disrupts the educational process may be asked to leave the campus. Within this framework there are two stipulations: (1) Shirts must be worn in the buildings, and (2) Barefeet are not allowed in the buildings.

Student Conduct Code

Harper College respects the civil rights and liberties of each member of the college community. The individual student assumes the obligation to conduct himself in a manner compatible with the college's function as an educational institution. It is imperative for such an institution to be viable, the exchange and expression of ideas must be free from coercion and harassment.

Harper College recognizes the right of students to engage in legal dissent.

The following code of behavior is relative to conduct on college property and at all college sponsored activities held off-campus. The college will not initiate disciplinary proceedings against students convicted of violations of law which occur off-campus unless the nature of the violation is such that the continued attendance of the student would be a threat to the safety of any member of the college community.

Violations of all federal, state, and local laws on-campus or at any college sponsored activity held off-campus, shall be considered a violation of the Student Conduct Code and violators shall be subject to disciplinary action. Such violations include but are not limited to:

1. Possession and/or consumption of alcoholic beverages except at an off-campus activity where all in attendance meet the minimum age established by state law and where the location of the activity does not prohibit such beverages.
2. Possession, sale, use or distribution of any

narcotic drug, marijuana or other addictive or hallucinogenic substance prohibited by law.

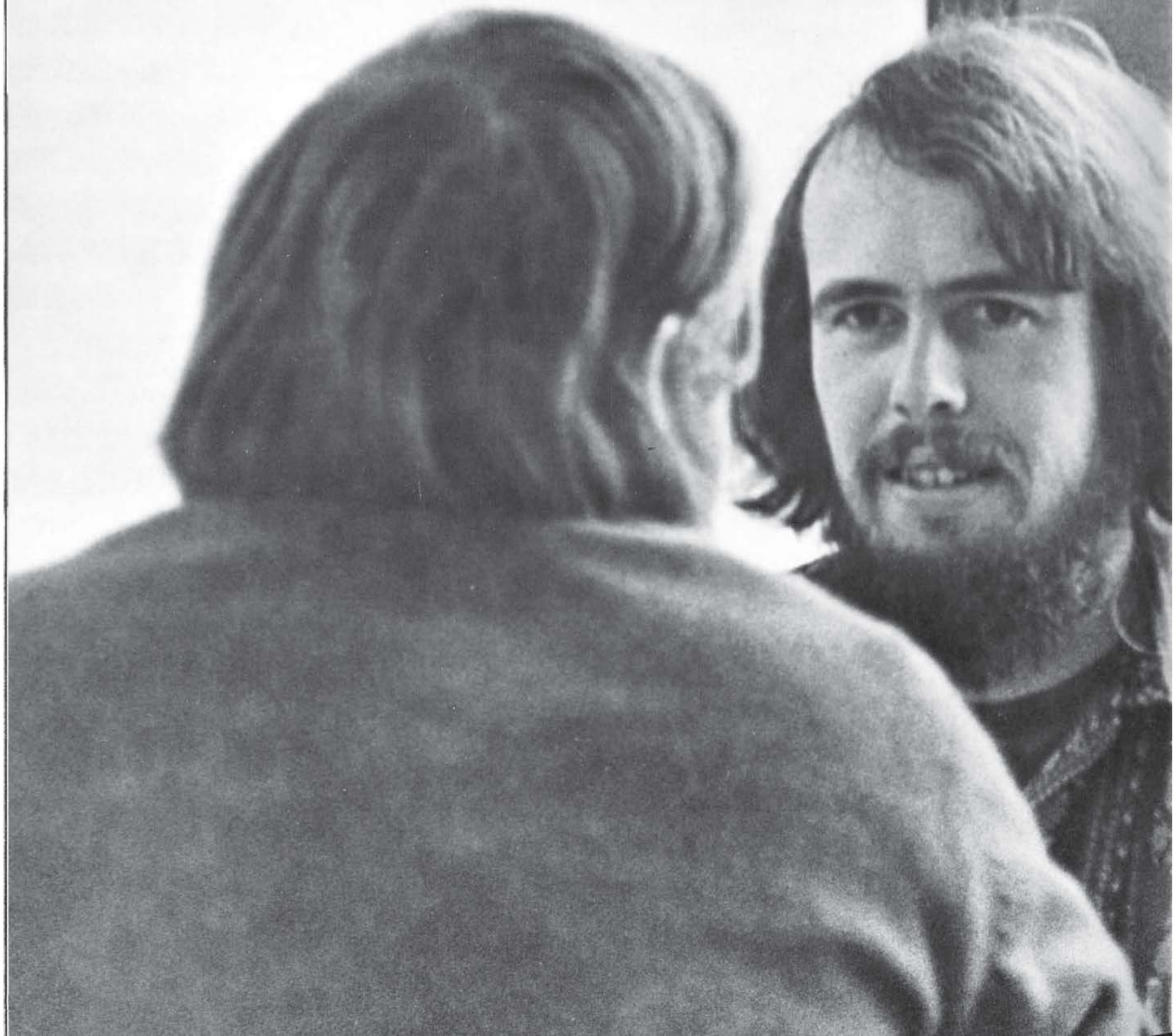
3. Gambling.
4. Theft or damage to public or private property.
5. Issuing of fraudulent checks.
6. Possession or use of firearms, explosives, dangerous chemicals or other weapons except as permitted by law and college regulations.
7. Assaulting, threatening, harassing or endangering the health or safety of any person.
8. Willfully denying to a trustee, employee, student or invitee of the institution freedom of movement or use of the facilities, or right of ingress or egress; or willfully impeding, obstructing, interfering with, or disrupting the performance of institutional duties, pursuit of educational activities, or occupying the institutional buildings or other property after due and legal notice to depart.
9. Lewd or obscene conduct as defined by law.

In addition, the following types of conduct are considered unacceptable and violators shall be subject to disciplinary action:

1. Failure to meet financial obligations relative to college transactions.
2. Furnishing false or misleading information on college records or refusing to identify yourself by Harper College I.D. card upon request of college officials or security officers who have identified themselves as such and have stated their reasons for requesting the I.D. card.
3. Occupancy of the college facilities or buildings other than during posted hours.
4. All forms of academic dishonesty including but not limited to cheating, plagiarism and forgery.

Initiation of Disciplinary Proceedings

Any student, faculty, administrator or staff member may file a complaint or charges against any student suspected of violating the student conduct code.



The Vice President of Student Affairs Office shall be responsible for handling all administrative details involved in student conduct. Reports involving student conduct, procedures for handling disciplinary cases and the results of conduct hearings shall be maintained in this office.

Minor offenses which may result in a reprimand, warning, or suspension of less than one week, shall be handled by the Vice President of Student Affairs Office. Conduct violations of a serious nature resulting in charges which entail possible probation, suspension beyond one week, or dismissal, will be referred to the student conduct committee. Any recommendation for the dismissal of a student shall be referred to the college president.

Pending action on the charges, the status of a student shall not be changed or his right to be present on the campus and to attend classes suspended, except for reason relating to physical or emotional well-being, or that of the college community as determined by the Vice President of Student Affairs Office.

When a student's misconduct may result in serious penalties such as probation, suspension beyond one week, or dismissal, he shall be referred to the student conduct committee for a hearing. Also, if a student questions the fairness of disciplinary action taken against him by the Vice President of Student Affairs Office, he shall be granted, on written request, a hearing before the student conduct committee providing his request is received in the Vice President of Student Affairs Office no later than fourteen days after the date of the letter notifying him of disciplinary action.

Student Conduct Committee

The student conduct committee shall consist of four faculty members and three student members. Faculty members shall be appointed by the Faculty Senate from a list of twelve faculty members submitted by the Student Senate. Student members shall be appointed by the Student Senate. The chair-

man shall be a faculty member chosen within the committee. All members shall serve for two-year periods. At least five members must be present to conduct hearings. Individual members of the committee may be excused from hearing any case in which they feel they could not render an impartial judgment.

1. The student shall be informed, in writing, at least 72 hours prior to the hearing, of the reasons for the proposed disciplinary action with sufficient particularity to insure opportunity to prepare for the hearing.

2. The student appearing before the conduct committee has the right to be assisted in his defense by an adviser of his choice.

3. The student shall be given an opportunity to testify and to present evidence and witnesses. He shall have an opportunity to hear and question adverse witnesses. In no case shall the committee consider statements against him unless he has been advised of their content and of the names of those who made them, and unless he has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.

4. A student has the right to remain silent without prejudice in a disciplinary hearing.

5. The committee has the option of hearing the testimony of witnesses separately (if they number more than one), so that they shall not hear each other's testimony.

6. a. A tape recording shall be made of the proceedings, and a digest thereof shall also be prepared by or at the direction of the chairman of the student conduct committee. Said recording and digest shall be available only in case the decision is appealed in writing to the Vice President of Student Affairs no later than fourteen days after the date of the letter notifying him of the disciplinary action and then only to the Vice President of Student Affairs Office and the student or students charged in the proceeding.

b. A written decision of the hearing committee shall be forwarded to the Vice President of Student Affairs Office.

7. The written decision of the student con-



duct committee is final, subject to appeal by either the student or the Vice President of Student Affairs Office to the college president and Board of Trustees.

8. The conduct committee meetings are closed unless open meetings are requested by either parties and the request is approved by both the conduct committee and the Vice President of Student Affairs.

Types of Disciplinary Action

Reprimand: Student is admonished for his behavior.

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

Probation: Period of time during which the individual's behavior is observed to determine his future attendance as a student at the college. Terms of the probation may be specified according to the intent of the disciplinary action. Further violations of the conduct code may result in suspension or dismissal depending upon the incident.

Restitution: Reimbursement for damage to or misappropriation of property. This may be applied in conjunction with other types of disciplinary action and may take the form of appropriate service to repair or otherwise compensate for damages.

Suspension: Bars the student's attendance at the college for a specified length of time. Length of suspension to be determined by the intent of the disciplinary action. Disciplinary action shall become part of the student's transcript.

Dismissal: Student is expelled from the college and will not be allowed to return. Such a decision shall be made only by the college president upon recommendation from the student conduct committee. Disciplinary action shall become part of the student's transcript.

Speaker's 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 procedure.

Limitations on speakers are warranted only when the Vice President of Student Affairs Office deems their appearance represents a real threat toward maintaining campus order. In such cases, a standing speakers committee composed of three faculty members chosen by the Faculty Senate, three students chosen by the Student Senate, and the Director of Community Relations shall determine whether or not the speaker will appear. The committee's decisions are appealable by either the sponsoring organization or the Vice President of Student Affairs Office, and subject to the approval of the college president and Board of Trustees. Should the speaker represent a real threat toward maintaining campus order after being contracted, the Vice President of Student Affairs Office or the sponsoring organization with the approval of the Vice President of Student Affairs Office may cancel the contract.

In the event the speaker or issues are not deemed a real threat toward maintaining campus order but are deemed controversial or extreme by the Vice President of Student Affairs Office, the sponsoring organization shall obtain a member of the faculty to chair the program, and shall provide time during the program for the audience to question the speaker.



academic regulation

Grades and Grade Point Average

An important average for all college students is their grade point average (G.P.A.). G.P.A. measures grade level attainment and is computed through the use of grade points. Grade points, which are numerical values indicating the scholarship level of letter grades, are assigned according to the following scale:

Grade	Significance	Grade Points
A	Superior	4.0
B	Good	3.0
C	Average	2.0
D	Poor	1.0
F	Failure	0
X	Incomplete	Not counted
W	Withdrawal	Not counted

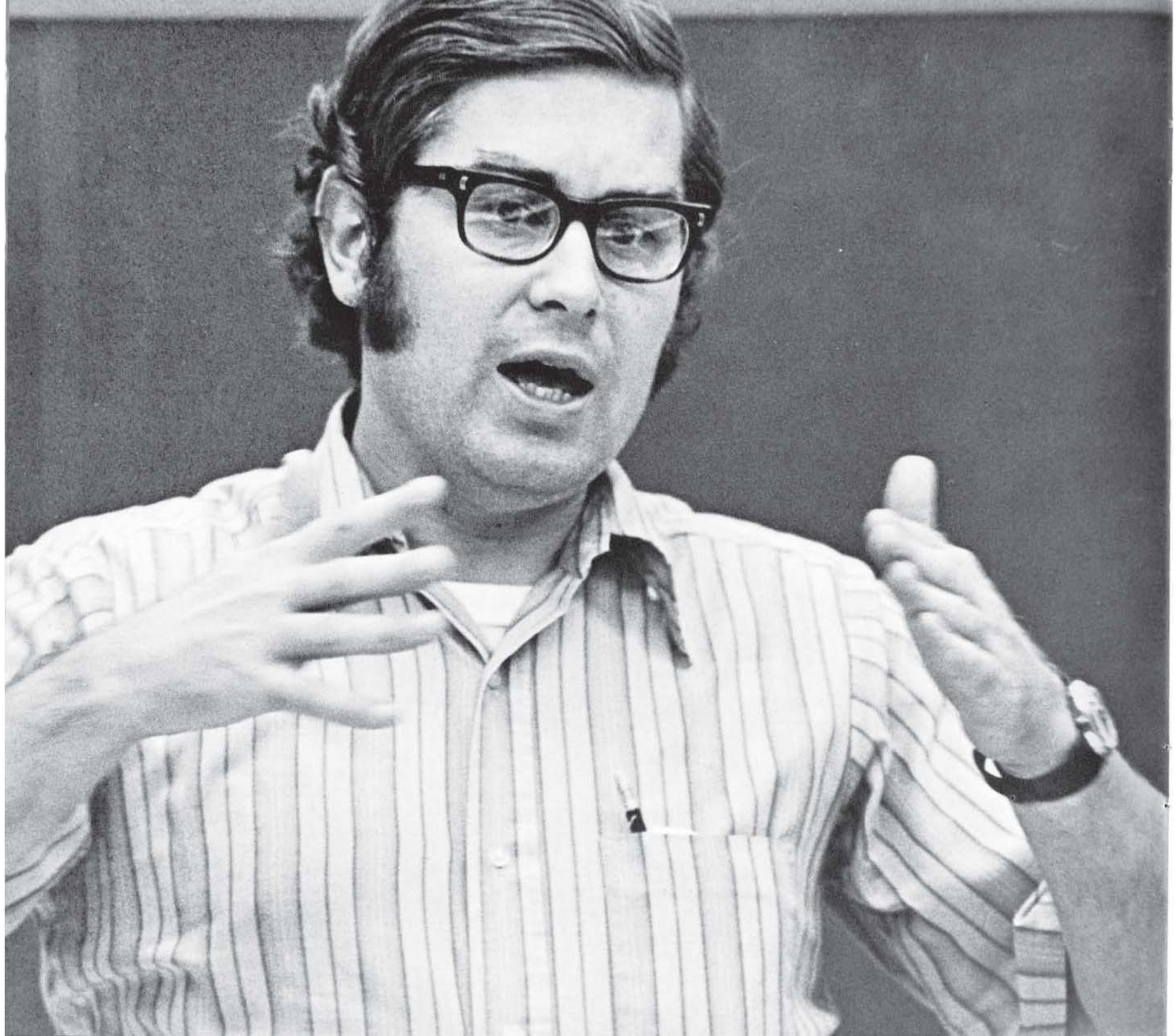
An example of computing a grade point assignment for a class granting four hours credit is as follows: a student receiving a "B" is awarded 3.0 grade points per semester hour. Total grade points for that course would be 12.0 ($3.0 \times 4 = 12.0$). A student's grade point average is his total grade points divided by the total semester hours completed (see chart). If a course is repeated, the semester hours and grade from both the original and duplicate effort will be counted in calculating the grade point.

At mid-term and at the end of each semester the student will receive a grade for each class in which he was enrolled. The student's G.P.A., however, will be based only on the final grades received at the end of the semester. Mid-term grades have no official standing in the college and are not recorded. They serve to indicate student progress midway through a semester. The following illustrates how a grade point average is computed by dividing grade points earned by

14 (Sem. hrs. counted)
2.14 (Earned Grade Pt. Avg.)
30.0 (Grade points Earned)

Academic Honors

Each semester three academic honor lists



Course	Grade	Semester Hours Enrolled	Semester Hours Earned	Sem. Hours Counted for Grade Pt. Average	Grade Points Earned
English 101	D	3	3	3	3
Psychology 101	C	3	3	3	6
Math 102	A	3	3	3	12
Music 136	X	1	0	0	0
English 132	W	1	0	0	0
Business 201	B	3	3	3	9
Engineering 150	F	2	0	2	0
		16	12	14	30.0

are published by the college. Students who have a semester grade point average of 3.75 or higher are placed on the Trustee's Honor Roll, those with a 3.50 G.P.A. or higher appear on the Dean's Honor Roll; while those with a G.P.A. of 3.25 to 3.49 are listed as Honor Roll Students.

Selective Retention

Students are expected to record normal progress by maintaining a cumulative grade point average in excess of minimum requirements. Students who have accumulated seven hours of credit but have failed to achieve normal progress may be placed on probation or disqualified in accordance with the table below.

Students may be disqualified without first being placed on probation if their grade point average is below the standards listed in the table below.

Probation

Students placed on probation must raise their

cumulative grade point average to the minimum required for the succeeding semester in which they are enrolled or be disqualified. Students admitted on probation from other collegiate institutions must maintain a 2.0 "C" average the first semester of attendance and thereafter they must qualify for probationary or satisfactory status on Harper's selective retention plan. A probationary student may be required to carry a reduced number of units upon the recommendation of his counselor. Students not achieving a satisfactory grade point average after two semesters on probation will be disqualified from further attendance.

Incompletes

A student may receive a grade of "X" in a course for unfinished work, provided the work was incomplete because of circumstances deemed to be unavoidable or uncontrollable. The unfinished work must be satisfactorily completed by the mid-term of the following semester or a grade of "F" will be assigned.

Cumulative Hours Attempted	Grade-Point Average		
	Disqualified	Probation	Satisfactory
7 - 18	.00 - .99	1.00 - 1.49	1.50 or more
19 - 36	.00 - 1.29	1.30 - 1.74	1.75 or more
37 or more	.00 - 1.59	1.60 - 1.99	2.00 or more



Change of Schedules

Courses should be carefully selected prior to registration to keep necessary changes to a minimum. When it is apparent a program change is necessary, the request should be made in the Counseling Office. Changes are subject to the following conditions:

- a. No student will be allowed to enter a course after the completion of the first week of a semester or after the second meeting of a class during the summer session.
- b. All changes in a course schedule must have the approval of the student's counselor and the Registrar.
- c. A fee of \$3.00 will be charged for each schedule change.

Withdrawal From College or Courses

Students who withdraw either from the college or from a particular course must initiate such action in the Counseling Office. An official withdrawal must be approved by the student's counselor. Failure to attend class or merely giving notice to the instructor will not be considered official notice of withdrawal.

Automatic "W" grades will be issued for all classes dropped prior to the beginning of the eleventh week. Classes dropped after the end of the tenth week and prior to the end of the twelfth week of a semester, or the sixth week of the summer term, will be assigned a "W" grade if the student was passing at the time of withdrawal. Students failing at the time of withdrawal will be assigned a grade of "F." Classes dropped after the beginning of the thirteenth week of a semester or the seventh week of a summer term will be assigned a grade of "F." However, if extenuating circumstances develop, a student may petition the Vice President of Academic Affairs for a withdrawal grade.

Tuition Refund Policy

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

Percent of Refund

First week of Classes*	80%
Second week of classes	60%
Third week of classes	40%
Fourth week of classes	20%
After fourth week	None

*Terminates with the Friday following the commencement of the first full week of classes in accordance with the college calendar.

Transcripts

Official transcripts of a student's academic record will be issued and sent at his request to other educational institutions and prospective employers. Each student is entitled to two transcripts without charge. A fee of \$1.00 is charged for each additional copy. Requests for transcripts should be made in the office of the Registrar.

Degree Group Requirements

- 1 Business 130 or 230 or English 99 or 103 may be used in satisfying this requirement under certain conditions. See a counselor for details.
- 2 Students majoring in an approved applied science degree program may count courses in their major toward fulfillment of this requirement.

Graduation Requirements

1. A student must apply for graduation and pay the graduation fee of \$10.00. Students are encouraged to complete their application when registering for the semester in which his graduation requirements will be fulfilled. Notification of the student's intent to graduate will be accepted in the Registrar's Office no later than one week after the mid-term of the semester in which the student intends to graduate.
2. A minimum of 62 semester hours of credit, at least 30 of which must be earned in attendance at Harper College.
3. A minimum grade point average of 2.0 for all work taken for the associate in arts and the associate in science degrees. A minimum grade point average of 2.0 for any applicable 62 semester hours of work for the associate



in applied science degree.

4. Two hours of credit in physical education activity courses.

5. Satisfactory completion of Political Science 201 or a passing score on a college administered test on the constitution of the United States and State of Illinois, the principles of American democratic government and the proper use and display of the American flag (sec. 27-4 school code).

6. A math standard score of 14 or higher on the A.C.T. test, a satisfactory score on a math achievement test administered by the college or the satisfactory completion of a

math course at the college numbered 100 or above.

7. Requirement of 62 hours must be accumulated in courses numbered 100 or above for the degrees of associate in arts and associate in science.

8. Enrollment in Harper College during the semester in which graduation requirements are completed, or waiver of enrollment requirement by Vice President of Academic Affairs where exceptional circumstances warrant.

9. Fulfillment of the degree group requirements.

Degree Group Requirements

	Associate in Arts	Associate in Science	Associate in Applied Science
I. Communication Skills English 101, 102	6 hrs.	6 hrs.	6 hrs. ¹
II. Social Sciences Anthropology, economics, geography, history, political science, psychology, sociology, or social science	6 hrs.	6 hrs.	6 hrs.
III. Science or Mathematics Biology, chemistry, engineering, geology, mathematics, microbiology, physical science, physics, zoology	8 hrs.	20 hrs.	8 hrs. ²
IV. Humanities Art, fine arts, foreign language, humanities, literature, music, philosophy	6 hrs.	6 hrs.	3 hrs.
	26 hours	38 hours	23 hours

¹ Business 130 or 230 or English 99 or 103 may be used in satisfying this requirement under certain conditions. See a counselor for details.

² Students majoring in an approved applied science degree program may count courses in their major toward fulfillment of this requirement.



services

Learning Resources Center

The Learning Resources Center (LRC) supports the instructional program of the college by providing appropriate resource services to both faculty and students. The staff is qualified and ready to help in the development and use of instructional and library materials. The Learning Resources Center is located in Building F and presently com-



prises the media resources on the first floor and the book collection on the second floor.

Facilities

The LRC has been designed and furnished with carrels, chairs, and tables to permit a variety of quiet individual study spaces. Group studying can be done in the second floor conference rooms, F231, F232, and F224 when not being used for scheduled classes. It is the purpose and intent that the appropriate LRC facilities available to students be used only for individual pursuits related to officially recognized curricular or co-curricular activities.

Arrangement of Services

The Independent Study area on the first floor contains numerous carrels and tables with some audiovisual media capabilities in F132, and media viewing room (F122). Production facilities are located in the middle and back area of the first floor. The circulation desk is staffed during operating hours to assist you in utilizing the media and materials located there.

The book, periodical, and microfilm collections are located on the second floor in the open shelves in the large reading and browsing area (F240). Individual study carrels, lounge chairs, tables, and perimeter group study rooms provide you with a variety of reading and study environments. Periodicals, newspapers, and microfilms are located at the far end of the circulation desk in F242 and F220.

There are more than 40,000 volumes in the collection with approximately 550 magazine subscriptions and newspapers, records, tapes, films, filmstrips and slides. Twenty-six magazine titles are available complete on microfilm.

Rest rooms and drinking fountains are adjacent to the entrance and stairway on both floors and follow the campus color code of black doors for such facilities. An elevator is

accessible for handicapped or disabled students.

Hours

Monday - Thursday 8 am - 10 pm
Friday 8 am - 5 pm
Saturday 9 am - 12 noon

A complete LRC brochure is available for students at the Information Office in the College Center and in the LRC.

Bookstore

The Harper College Bookstore, located in the College Center, offers a full range of new and used textbooks, paperbacks, student supplies, and a limited check cashing service. A mail drop is also available.

Bookstore Refund Policy:

1. 100% subject to the following:
 - A. Books are returned within two weeks of the beginning of the term for which books were purchased (one week for summer term).
 - B. Books are accompanied by receipt.
 - C. New books are in *strictly* new condition (Bookstore will determine if in new condition).
 - D. Laboratory manuals and workbooks will be refunded *only* if in new condition).
2. 75% if returned after two weeks and before four weeks from the beginning of the term for which books were purchased with receipt (one to two weeks for summer term).
3. After four weeks books will be refunded at their wholesale market value, according to their possible reuse and condition.
4. Defective books will be replaced or refunded if returned immediately.
5. General merchandise will not be refunded unless defective when purchased.

Parking

All members of the college community are required to have current parking permits on their cars. Parking permits can be obtained during registration. The college safety department will issue traffic regulations with



parking permits. Parking is not permitted on roadways, sidewalks, shoulders, curbs, lawns, grass or in fire lanes. The college will issue citations to drivers violating campus motor vehicle regulations. We ask that all members of the college community respect and obey driving regulations. While sufficient space is available, we recommend that students form car pools or ride with someone else whenever possible to help alleviate traffic and parking problems. Failure to observe proper parking may result in having your car towed and impounded by the college.

Dental Hygiene Clinic Facilities

Facilities for dental hygiene services are available on the campus for all students and college personnel at minimal cost. Services include oral examination, dental X-rays, dental prophylaxis (cleaning) and dental health education. The clinic is located in the East Wing of the Science Building. Appointments can be arranged by phoning the Dental Hygiene Clinic.

Campus Safety Office

The Campus Safety Office is a service organization designed for the safety and protection of the college community. Some of the specific responsibilities of the office include traffic control, patrolling parking lots, a walk and talk program of building security, emergency first aid, and providing other assistance as required.

Members of the Campus Safety Office shall be conservators of the peace and as such have all powers possessed by policemen in cities, and sheriffs in counties, including the power to make arrests on view or warrants of violations of State statutes and city or county ordinances of the counties in which the junior college is located. This authority has been granted per the approval of House Bill 112 by the Illinois Legislature and affirmed by the Harper College Board of Trustees.

For further information, please contact the Campus Safety Office in B Building.



who, where

Academic Regulations

Dr. Clarence Schauer
Vice President of Academic Affairs
A301, Ext. 235

Credits or Graduation Requirements

Mr. Donn Stansbury
Director of Admissions and Registrar
A209, Ext. 304

College Newspaper and Feature Magazine

Randy von Liski, Editor of Harbinger
Frank McCoy, Editor of Halcyon
A364-A367, Ext. 272, Ext. 274



Dropping and Adding Courses

Mr. Donn Stansbury, Director of Admissions and Registrar and Your Counselor

Full Time or Park Time Work

Mr. Fred Vaisvil
Director of Placement and Student Aids
A349, Ext. 247

G.I. Bill

Mr. Fred Vaisvil
Director of Placement and Student Aids
A349, Ext. 247

Grade Reports

Mr. Donn Stansbury
Director of Admissions and Registrar
A209, Ext. 304

Health Services

Mrs. Elizabeth McKay
Campus Nurse
A363, Ext. 268

Intercollegiate Athletics

Mr. John Gelch
Director of Athletics
FH100, Ext. 400

Intramural Athletics

Mr. Roy Kearns
Coordinator of Intramural Athletics
FH203, Ext. 383

I.D. Cards

Student Activities Office
A331, Ext. 243

Lost and Found Items

Student Activities Office
A331, Ext. 243

Parking and Campus Safety

Mr. Joe Mandarino
Supervisor of Safety & Security
B103, Ext. 211

Permission to carry more than 18 hours

Dr. Clarence Schauer
Vice President of Academic Affairs
A301, Ext. 235

Personal Problems

A College Counselor
Counseling Center, A347, Ext. 246 and
Divisional Offices

Scholarship, Loans or Other Financial Aids

Mr. Fred Vaisvil
Director of Placement and Student Aids
A349, Ext. 247

Student Activities Registration and Activities Calendar

Student Activities Office
A331, Ext. 243

Starting a Club or Organization

Student Activities Office
A331, Ext. 243

Student Government

Cary Annen, President of the Student Senate
Mr. Frank Borelli, Director of Student Activities
A338, Ext. 244; A331, Ext. 243

Student Grievances, Ideas, or Suggestions

Richard Cook
Student Provost
A336, Ext. 242

Study Habits Improvement

A College Counselor
Counseling Center, A347, Ext. 246 and
Divisional Offices

Transfer to Another College

Your Counselor, or Mr. Stansbury
Director of Admissions and Registrar

Transcript of Your Credits

Director of Admissions and Registrar
A209, Ext. 304

Tuition Payment

Business Office
A214, Ext. 239

Tuition Refunds

Mr. Donn Stansbury
Director of Admissions and Registrar
A209, Ext. 304

Vocation or Job Selection

A College Counselor
Counseling Center, A347, Ext. 246 and
Divisional Offices

Withdrawal from College

Mr. Donn Stansbury
Director of Admissions and Registrar and
Your Counselor



college terminology

Associate Degree

A two year degree offered by colleges throughout the country. Harper College offers three different associate degrees. These are: The Associate of Arts (A.A.), the Associate of Science (A.S.), and the Associate in Applied Science (A.A.S.).

Career Programs

One or two year programs leading directly to employment. Students completing one year career programs receive certificates of completion and students completing two-year programs receive the Associate in Applied Science degree.

Charge-back

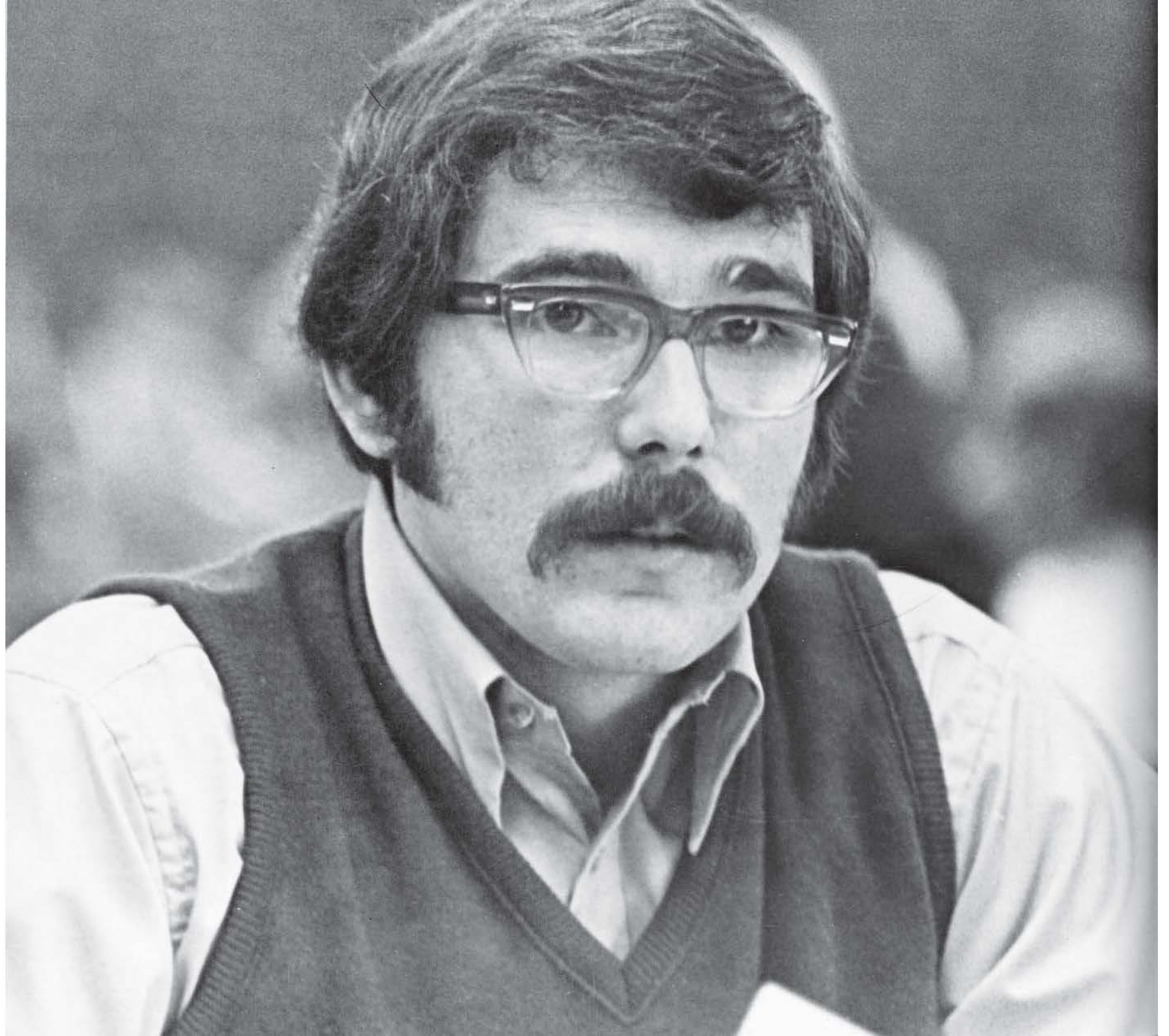
The Illinois Junior College law provides that students who live in a high school district not part of a junior college district, or students who wish to take a program not offered by the junior college in their district, may attend any other public junior college in Illinois paying only the resident tuition and fees. The district from which the student comes must pay the charge-back which is the difference between the student's tuition plus state reimbursement and the actual cost of educating the student. In order for a student to qualify for the resident fee rate, he must apply for a charge-back authorization by July 1 prior to registration. Students having questions about charge-backs should see the Director of Admissions.

Class Section

A group of students meeting to study a particular course at a definite time. Sections are identified in the class schedule by specific section numbers and times. Some courses in the class schedule will have many sections. For example—Psychology 101-03 (the 03 indicates section 3).

Co-Curricular Program

A variety of educational opportunities outside



of the classroom which include lecturers, concerts, films, art exhibits, drama productions, social activities and athletics.

Course

A particular portion of a subject selected for study. A course is identified by a course number. For example—Psychology 101.

Course Description

Statements identifying the content of a course. Course descriptions are found in the college catalog.

Course Title

A phrase descriptive of course content. For example—the course Psychology 101 is called *Introduction to Psychology* which is the course title.

Curriculum

A group of courses planned to lead to some specific competence in a field of study and to a certificate or associate degree. For example—data processing curriculum.

Degrees

A title conferred by a college or university upon completion of a particular program of academic work. Some typical college degrees are the Associate of Arts (A.A.), the Bachelor of Science (B.S.), the Master of Arts (M.A.), the Doctor of Philosophy (Ph.D.), and the Doctor of Education (Ed.D.).

Department

An organizational unit within a college, usually a subject matter field within which courses are offered. For example—typical departments at Harper are Biology, History and Art.

Division

A college organizational unit usually made up of a grouping of related departments. For example—the division of social sciences or the division of life and health sciences.

Elective

A non-designated course within a curriculum.

An elective permits a student to select a course of his choice within his program rather than taking a specifically designated course.

Grade Point Average (GPA)

A numerical average which indicates how well a student has done in his college work. At Harper College this is based on a four point scale ranging from 0 (F) to 4 (A). See page 25 for further information and instructions on how to compute the grade point average.

Grade Point (or honor quality point) Deficiency

The number of grade points a student lacks from having a "C" (2.0) grade point average. The possession of fewer grade points than twice the number of semester hours attempted.

Grant

A grant is an outright award of funds usually based on need and does not have to be repaid.

Major

The subject matter field of study which a student selects to emphasize.

Minor

The subject matter field of study which a student chooses for secondary emphasis. A minor is seldom required for the associate degree, but often required for bachelor and graduate degrees.

Prerequisites

Requirements which must be met and/or courses which must be taken prior to enrolling in a specific course. Course prerequisites are listed in the catalog.

Probation

The academic status of a student who is on scholastic trial or warning. See page 27.

Quarter Hours

Colleges on the quarter system grant credits in terms of quarter hours. A quarter hour is



worth two-thirds of a semester hour. Quarter hours can be converted to semester hours by multiplying the number of quarter hours by two-thirds. Harper College uses semester hours of credit.

Registration

The process of selecting courses, completing college forms, and paying fees, all of which must be completed prior to the beginning of classes each semester.

Scholarships

Monetary awards given to a student in recognition of outstanding academic achievement. Scholarships are sometimes based on financial need as well as scholarship.

Selective Retention

An official college policy stating minimum academic levels necessary for continuance in college. See page 27.

Semester Hours

Credits offered by colleges on the semester basis. Each course carries a designated number of semester hours of credit which is usually based on the number of hours per week that a class meets. Exceptions to this rule usually occur in courses with labs.

Student Service Awards

A monetary sum given to a student for a service rendered to the college. This is usually granted without relationship to financial need or scholarship average.

Transfer

The conveyance of a student's credits from one college to another.

Transcript

The official college record of a student's academic standing. It usually includes biographical data, test scores, and college grades.



student senate constitution

Preamble

We, the Students of William Rainey Harper College, do hereby establish this Constitution to assume the power of self-government of this College in order to guide and encourage academic, cultural, social and athletic activities, to promote the welfare of the Student Body, and to secure and protect its rights.

Article I.

Name, Colors, Mascot

Section I

The name of this Organization shall be the Student Senate of Harper College; this Organization shall hereafter be designated the SSHC.

Section II

The official colors of this College shall be a light maroon and gold.

Section III

The official mascot of this College shall be a hawk.

Section IV

The principle purposes of the body shall be:

A. To represent the Student Body of Harper College

B. To unify all student organizations . . .

1. Assist in the appropriations of school concessions



- 2. Ratify and approve all club and organization charters
- C. To aid in the internal administration of the school
- D. To promote the rights and responsibilities of the college community
- E. To promote the general activities of the school
- F. To develop in the student a growing appreciation of membership in a democracy by providing educational responsibilities and the privilege of participation in such a democracy
- G. To promote college citizenship and spirit.

Article II

General Qualifications for Senate Positions

Section I

Members of the Student Senate shall not be officers of any campus organization; members of the editorial staff on any student publication, or members of the radio station management.

Article III

Officer Qualifications and Election Procedures

Section I

The positions created for the officers of the SSHC shall be President, Vice-President, Treasurer, Recording Secretary and Corresponding Secretary.

Section II

All officers shall be elected during the month of April. All terms of office will begin on the first of June and be for one calendar year. Election to the SSHC shall be by majority vote of the Student Body, votes cast. Officers of the SSHC must have attended at least one full semester at Harper prior to candidacy, (does not include summer session) must be full-time students, and must attend both the fall and spring semesters during the period of their tenure.

Section III

The duties of the Officers are as follows:

A. The President shall preside over all SSHC meetings, be an exofficio member of all committees and the chairman of none, be the foremost representative of the SSHC to the Administration and Teaching Faculty of Harper College.

B. The Vice-President shall preside over all SSHC meetings in the absence of the President, succeed the President in the event of the President's disability, resignation or removal from office, be responsible for the welfare of clubs and organizations, assume any other duties constitutionally delegated by the President.

C. The Treasurer shall be chairman of the Budget Committee, keep an accurate record of all moneys allocated to the SSHC, be responsible for implementing the procedure for the budgeting of the Student Activities fees and develop a Student Senate budget.

D. The Recording Secretary shall record all business minutes of the Student Senate and the Executive Committee and make them available to the Student Body and Faculty of Harper College, keep accurate attendance records of SSHC meetings, maintain an accurate file on all SSHC business and bring all previous minutes, the Constitution and the bylaws of the SSHC to all sessions of that body.

E. The Corresponding Secretary shall handle SSHC correspondence, keep accurate records of such correspondence, notify Senators and Officers as to the SSHC session schedule.

Article IV

Senatorial Qualifications and Election Procedure

Section I

SSHC Senators must attend both the fall and spring semesters during their terms of office.

Section II

There shall be twenty-five (25) Senators in the SSHC. Ten of the twenty-five Senators shall be elected between the first and fifteenth of May each year, the term of office



being one calendar year beginning the first of June. The remaining fifteen Senators must be elected sometime within the first three weeks of school in the fall, their term of office being one calendar year beginning on their date of election. Elections to the SSHC shall be by a plurality of votes cast by the student body.

Section III

The duties of the Senators are as follows:

- A. To serve the students of Harper College in a manner that is in the best interests of the students at-large.
- B. To attend all SSHC meetings and the meetings of those committees of which they are members.
- C. To serve on at least two committees of which one should be a standing committee.
- D. To support the Student Senate Constitution of Harper College.
- E. To participate in some form of Senate approved communication with the student body such as an open forum or similar activity on a monthly basis.

Article V

Removal and Succession

Section I

Officers may be removed from office when not satisfactorily carrying out their duties by a three-fourths ($\frac{3}{4}$) of Senate votes cast.

Section II

Members of the Senate may be removed when not satisfactorily carrying out their duties by a two-thirds ($\frac{2}{3}$) of Senate votes cast.

Section III

Unexcused absence from three SSHC meetings per semester is cause for automatic dismissal. The President determines whether or not the excuse is valid and his decision is appealable to the full SSHC.

Section IV

Any Officer or Senator placed on academic or disciplinary probation is automatically excused from serving on the SSHC for one full semester.

Section V

The President is succeeded by the Vice-President. Other Officers shall be replaced by nomination from within the SSHC and a majority of votes cast by SSHC. They shall hold office until the next regular election.

Section VI

Within three weeks of the beginning of the spring semester, general elections will be held if there are three or more vacancies. If there are less than three vacancies, Senate members shall be replaced by any student petitioning the SSHC and shall be accepted by a majority of votes cast by the SSHC.

They will hold the term of office of the Senate member they are replacing. No student shall be appointed by the Senate from the period beginning one month prior to the completion of the fall semester.

Section VII

Any individual Senator may bring impeachment proceedings against any other member of the Senate. Any individual student may initiate impeachment proceedings against any member of the Senate if he has a minimum of 20% of the student body signatures on a petition. In both of the above cases, the Senate would conduct the proceedings to determine whether the individual cited should be removed from office.

Article VI

Executive Committee

Section I

The Executive Committee shall consist of all SSHC Officers and the Faculty Adviser to the SSHC.

Section II

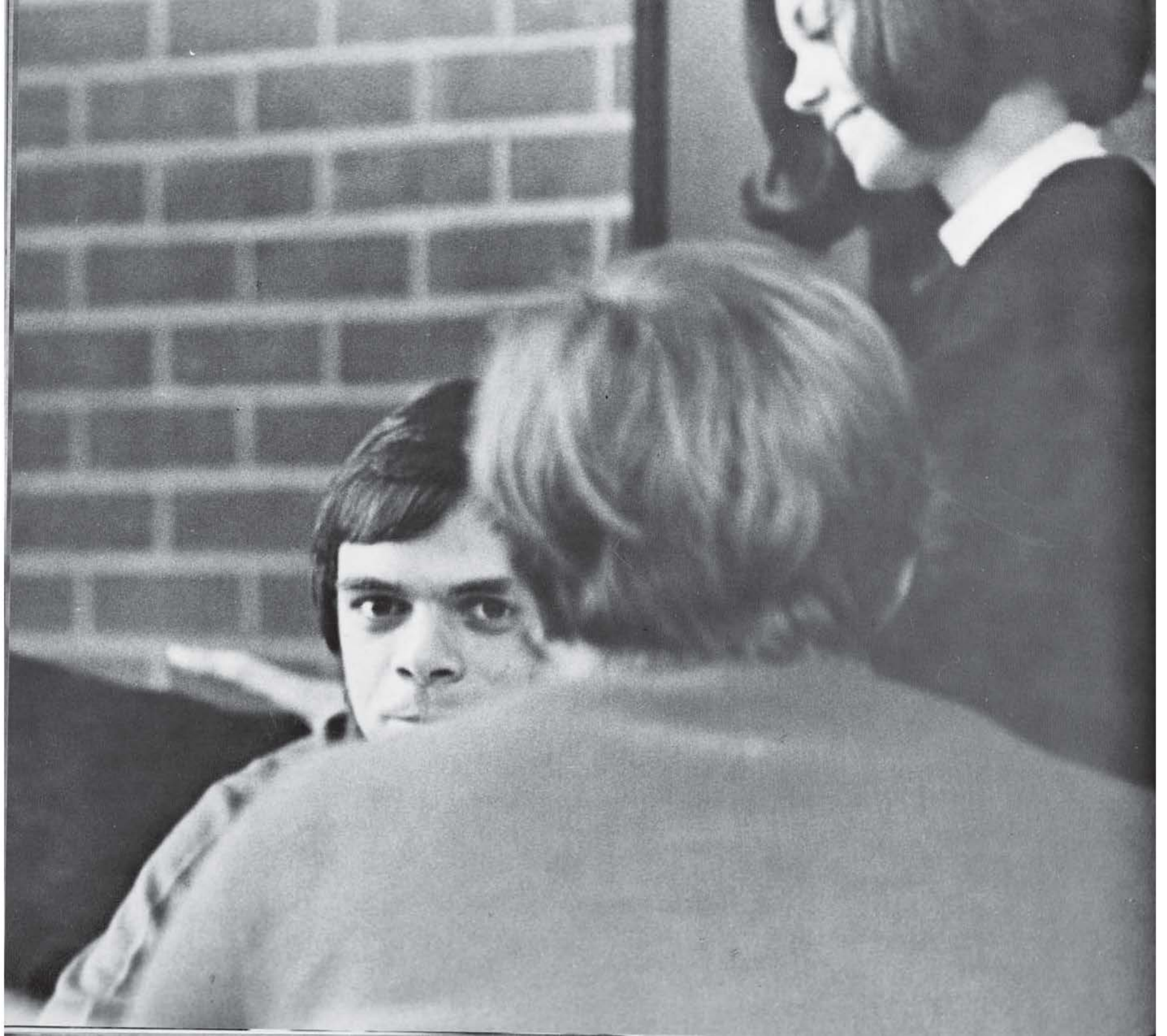
The Executive Committee shall advise the President as to all matters that fall within the powers of the Student Constitution and carry on all duties designated by the Senate.

Article VII

Meetings

Section I

The meetings of the SSHC shall be run ac-



ording to Parliamentary Procedure as stated in *Robert's Rules of Order*.

Section II

SSHC meetings shall be held at least twice monthly. The President may summon extra sessions when he deems it necessary and must summon a session upon the written request of a simple majority of the SSHC's full membership.

Article VIII

Committees

Section I

All committee chairmen, with the exception of the Budget Committee shall be appointed by the Officers of the SSHC subject to full Senatorial confirmation. Confirmation shall be by a simple majority vote.

Section II

All committee chairmen shall have the authority to appoint and remove members to their respective committees. In the event of any conflict over duplicating appointment should arise the SSHC shall be the arbiter.

Section III

The SSHC shall have full authority to create, dissolve and define the jurisdiction of any Standing and/or Ad Hoc Committees according to what it deems to be in the best interest of the SSHC and the Student Body of Harper College.

Section IV

The Original Standing Committees shall be Program, Communications, Student Service and Welfare, Constitutional, Elections, and Community Projects.

Section V

The functions of the Standing Committees shall be as follows:

A. The Program Committee shall be in charge of all social and other programs sponsored by the SSHC and will work with the director of student activities when scheduling such events.

B. The Communications Committee shall be responsible for promoting good communications among the Senate, Student Body, Teaching Faculty, and Administration. It shall also be responsible for publicizing all SSHC activities and coordinating all publicity for the student activities of the college.

C. The Elections Committee shall organize and supervise all elections involving the entire Student Body.

D. The Constitution Committee shall be the official institution responsible for giving final interpretations of the SSHC Constitution. This Committee will also supervise the granting of club charters.

E. The Student Service and Welfare Committee shall be responsible for researching and implementing services and programs which the Senate deems essential to the welfare of the student body.

F. The community Projects Committee shall be responsible for promoting good relations between the students and the community by cooperating with community organizations on joint projects which the Senate approves.

Section VI

Special Committees shall be created by and members appointed by the Executive Committee subject to majority vote confirmation by the Senate. These Committees will exist as Ad Hoc Committees until their dissolution.

Section VII

The Budget Committee shall be created anew each year and shall be in charge of preparing the budget of the Student Activities Fund. It shall be composed of the Chairman, the Director of Student Activities, the President of the SSHC, and three other members elected by the SSHC.

Article IX

Chartering of Clubs

Section I

All Clubs and Organizations must be chartered by the SSHC according to the rules stated in the Constitution's by-laws.



Article X

Elections

Section I

All students with validated Harper College I.D.'s shall be able to vote in all and any SSHC election.

Section II

The Elections Committee shall have the full responsibility for the procedure of SSHC elections. Any disputes over elections procedures are to be reviewed by the Elections Committee. Disputed election results will be determined by the SSHC subject to Constitutional review.

Section III

All voting shall take place by secret ballot.

Article XI

Amending the Constitution

Section I

An Amendment to the Constitution must be read and discussed at two SSHC meetings before it can be voted upon. A two-thirds ($\frac{2}{3}$) majority vote is required before a proposed amendment can pass the SSHC.

Section II

All amendments passed by the SSHC must be confirmed by a majority of the votes cast by the Student Body of Harper College, except those pertaining to standing and/or ad hoc committees, before becoming effective.

Article XII

Petitioning

Any action of the SSHC may be petitioned for recall by twenty per cent (20%) of the entire Student Body.

Article XIII

Ratification

In order to go into operation this Constitution must be ratified by a two-thirds ($\frac{2}{3}$) vote of the Interim Student Assembly and a simple majority of the Student Body votes cast.

Amended May 21, 1970

Amended May 20, 1971



campus facilities

Unit A, College Center
Basement, Bakery
First Floor, Food Services
First Floor, Data Processing
Second Floor, Lounge, Dining Rooms,
Bookstore
Second Floor, Admission and Business
Third Floor, Student Activities, Counseling,
Financial Aids, Health Service
Third Floor, Board Room & Executive
Offices

Unit B, Power Plant, Campus Security
Vocational Education Shops

Unit C, Art & Architecture
First Floor, Classrooms
Second Floor, Classrooms

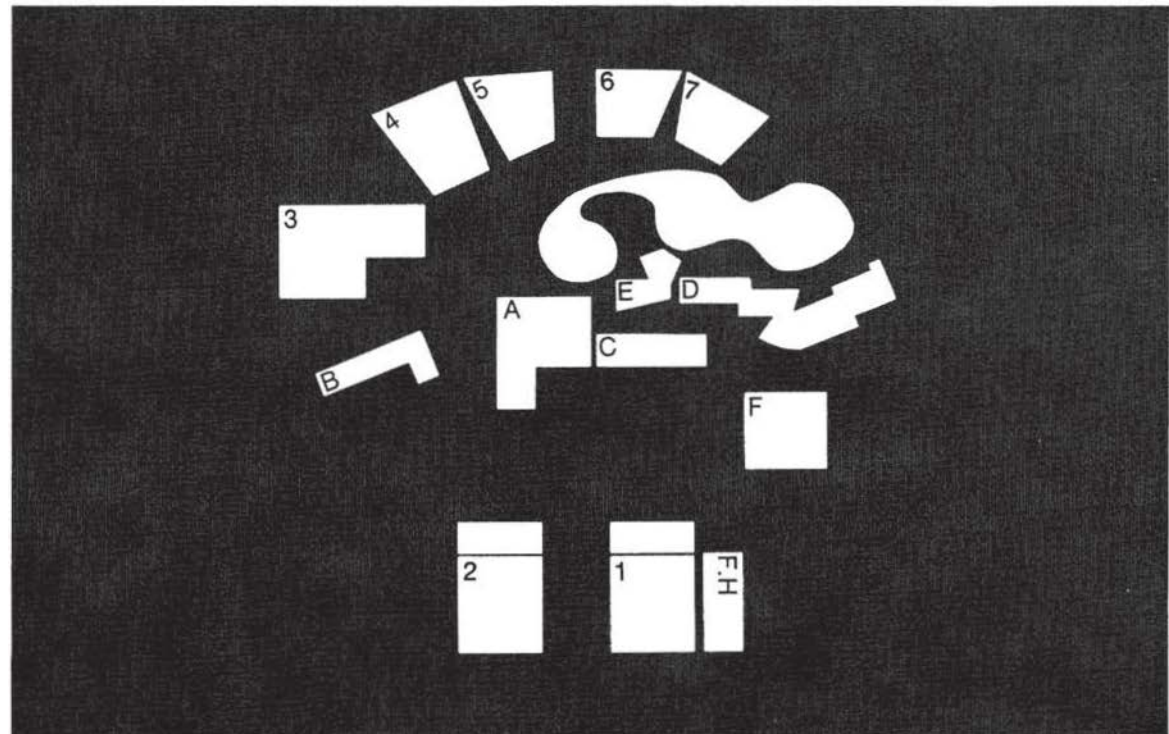
Unit D, Science
Basement, Mechanical
First Floor, Business Offices, Engineering
Offices
First Floor, Science Offices, Physics,
Electronics, Dental Hygiene, and Nursing
Second Floor, General Classroom, Lecture
Demo
Second Floor, Chemistry, Audio Tutorial,
Biology

Unit E, Lecture & Demonstration Center

Unit F, Learning Resources Center
First Floor, T.V. & Media
Second Floor, Library
Third Floor, Offices and Classrooms

Fieldhouse, Physical Education

Lots 1 – 7, Student Parking





academic calendar

First Semester

New Faculty Orientation
September 1-3
Labor Day
September 6
All Faculty Report
September 7
Registration
September 9-11
Classes Begin
September 13
Last Day for Late Registration
September 17
Last Day for Adding Classes
September 17
Last Day for Refunds
October 8
Columbus Day
October 11
Veterans Day
October 25
Mid-Term
November 5
Last Day for Withdrawals
November 19
Thanksgiving Vacation
November 25-26
Classes Resume
November 29
Christmas Vacation Begins
December 18 (12 noon)
Classes Resume
January 3
Final Examinations
January 17-22

Second Semester

Registration
January 26-28
Classes Begin
January 31



Last Day for Late Registration
February 4
President's Day
February 7
Last Day for Refunds
February 25
Mid-Term
March 24
Good Friday
March 31
Easter Sunday
April 2
Spring Vacation
April 3-9
Classes Resume
April 10
Last Day for Withdrawals
April 14
Memorial Day
May 29
Final Examinations
May 30-June 3
Graduation
June 4

Summer Session (8 weeks)

Registration
June 8-9
Classes Begin
June 12
Last Day for Late Registration
June 14
Last Day for Refunds
June 23
Independence Day
July 4
Classes Resume
July 5
Mid-Term
July 7
Last Day for Withdrawals
July 14
Final Examinations
August 3-4

it is not what we read
but what we understand
that makes us learned.
it is not what we intend
but what we do
that makes us useful.

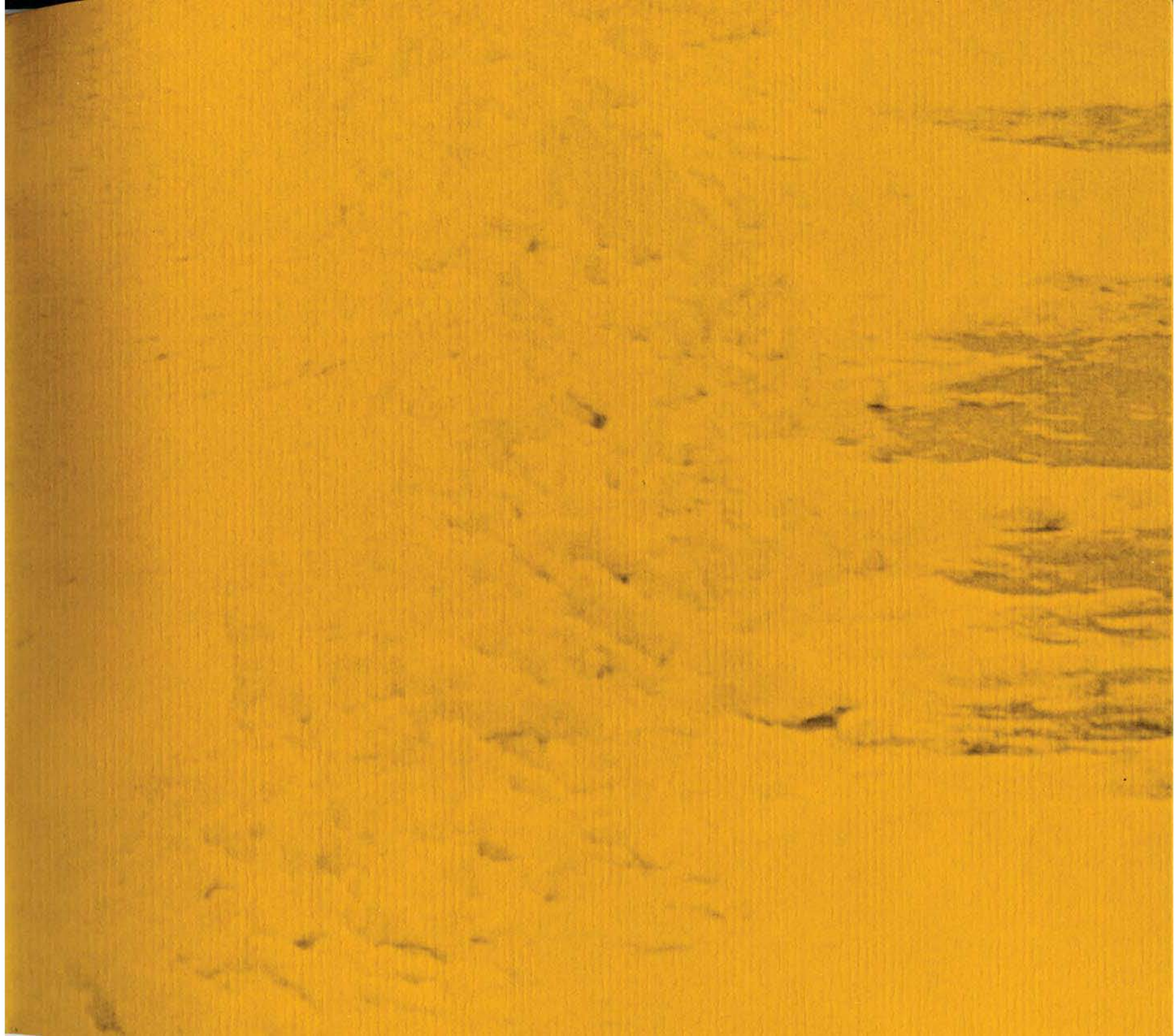
henry ward beecher















Administration

Lahti, Robert E.
President

Schauer, Clarence
Vice President of Academic Affairs

Mann, William J.
Vice President of Business Affairs

Fischer, Guerin A.
Vice President of Student Affairs

Cormack, Robert B.
Dean of Career Programs

Olson, Omar L.
Dean of Evening and Continuing Education

To be appointed
Dean of Guidance

Voegel, George H.
Dean of Learning Resources

Birkholz, John R.
Dean of Transfer Programs

Warren, John T.
Chairman of Engineering and Related
Technologies Division

Falk, Charles F.
Chairman of Business Division

Thobe, Urban
Chairman of Humanities and
Fine Arts Division

To be appointed
Chairman of Life and Health Sciences
Division

Collister, Larry M.
Chairman of Mathematics and Physical
Sciences Division

Lewis, C. Patrick
Chairman of Social Sciences Division

Meyers, Theodore J.
Director of Accounting Systems

Stansbury, Donn B.
Director of Admissions and Registrar

Gelch, John A.
Director of Athletics

Klingenberg, Walter D.
Director of Bookstore

Hughes, Robert J.
Director of Buildings and Grounds

Misic, Donald M.
Director of Business Services

Andries, Donald
Director of Community Relations

To be appointed
Chairman of Communications Division

Sedrel, Roy A.
Director of Computer Services

Dolejs, Anton A.
Director of Finance

Goodwin, Edward A.
Director of Food Services

Stockman, Calvin L.
Director of Instructional Services

Savard, Marc A.
Director of Governmental Relations and
Project Development

Easterly, Ambrose
Director of Library Services

Von Mayr, Wilfred W.
Director of Personnel

Vaisvil, Fred A.
Director of Placement and Student Aids

Lucas, John A.
Director of Planning and Development

Borelli, Frank L.
Director of Student Activities

Rankin, Gary E.
Director of Testing and Community
Counseling Center

Johnston, Robert
Assistant Director of Admissions and
Registrar

Fuller, Jack W.
Assistant to the Dean, Continuing Education

Groth, David A.
Assistant to the Dean, Continuing Education

Januszko, John
Assistant Director of Food Services

Herron, Suzanne
Catering Manager

McKay, Elizabeth
College Nurse

To be appointed
Manager of Systems and Operations

Dunikoski, Alfred A.
Graphic Design Coordinator

Vandever, Frank A.
Supervising Dentist, Dental Hygiene Program

Vander Haegen, Peter P.
TV Producer/Director