



Student Handbook Datebook

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

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

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

The Datebook is designed for daily use, so that you can plan both the “must-do” and “like-to” activities for a great year at Harper.

Academic Calendar

First Semester — Fall 1999

Registration as scheduled	May through August 14
Final Registration Week	August 16-21
Faculty Report	August 17
Classes Begin	August 23
Last Day for Refunds*	September 4
Labor Day Observed (Classes Not in Session)	September 6
Midterm	October 16
Veterans' Day Observed (Classes Not in Session)	November 12
Last Day for Withdrawals (16 week classes)**	November 13
Thanksgiving Holiday (Classes Not in Session)	November 25-28
Last Week of Fall Term (Final Exams)	December 13-18
Semester Break Begins	December 19

Second Semester — Spring 2000

Registration as scheduled	November through January 8
Final Registration Week	January 10-15
Faculty Report	January 12
Martin Luther King's Birthday Observed (Classes Not in Session)	January 17
Classes Begin	January 18
Last Day for Refunds*	January 31
Lincoln's Birthday Observed (Classes Not in Session)	February 11
Midterm	March 11
Spring Break	March 27-April 2
Classes Resume	April 3
Last Day for Withdrawals**	April 15
Last Week of Spring Term (Final Exams)	May 15-20
Graduation	May 21

Summer Session — 2000

Registration as scheduled	April through May 27
Final Registration Week	May 29-June 3
Classes Begin	June 5
Last Day for Refunds*	June 8
Midterm	June 29
Independence Day (Classes Not in Session)	July 4
Last Day for Withdrawals	July 13
Last Week of Summer Term (Final Exams)	July 24-27

*Per institutional policy on page 25 of College Catalog.

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

Table of Contents

Contents	Page
Academic Advising and Counseling	
Centers	74
Access and Disability Services	66
Activity Pass	76
Admissions Office	69
Assessment Center	69
Athletics and Sports	85
Bookstore	65
Box Office	76
Bulletin Boards and Publicity	77
Campus Directory	100
Campus Tours	3
Career Center	71
Career Planning Services	72
Center for Multicultural Affairs, Academic Advising and Counseling	66
Center for New Students and Orientation	69
Child Learning Center	66
Clubs and Organizations	79
College Center	76
Community Career Services	72
Cultural Arts Series	76
Dental Hygiene Clinic	73
Drug, Alcohol, Wellness Network	73
Employment Services	71
English as a Second Language	70
Extension Centers	74
Financial Assistance	66
Grading	68
Health and Psychological Services	72
International Students	67
International Studies	11
Keys to Success	3
Learning Achievement Program	70
Learning Resources Center	67
Legal Service	77
Personal Counseling	73

Contents	Page
Policies and Procedures	87
Academic Regulations and Information	94
Complaints under the Student Conduct Policy	87
Directory Information	93
Distribution of Literature	91
Drug and Alcohol Abuse	98
Policy Regarding Sexual Offenses	95
Policy Regarding Students with Chronic Communicable Diseases	97
Procedures to Amend Records and Request Hearings	93
Procedures to Inspect and Review Records	93
Sexual Harassment Policy	94
Smoking Policy	90
Speakers Policy	90
Student Academic Complaints	90
Student Conduct Code	87
Student Dress	90
Student Educational Rights and Privacy	92
Student Non-Academic Complaints	90
Student Rights	87
Use of Tables or Displays	91
Political Campaigning on Campus	78
Prepare for Midterms	20, 43
Progress Check	68
Public Safety Department	78
Reaffirmation of Clubs and Organizations	79
Registrar's Office	69
Student Activities	75
Student Activities Awards Programs	84
Student Activity Fees	75
Student Psychological Services	73
Transferring	68
Weekend Programs and Services	74
Women's Program	67
Young Adult Programs	74

Success Tips

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

Set Goals

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

Organize

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

Tune In!

Be in touch with your surroundings. Get to know classmates and instructors. Familiarize yourself with the Harper College campus. Take a campus tour, led by a current Harper student, Wednesdays at 12:00 noon or Thursdays at 3:30 pm. Tours leave from Admissions, New Student Services and Art Center, C101. Call extension 6707 to reserve a space. Find out more about clubs and organizations. Get involved! For more information, contact Student Activities, Student and Administration Center, A336, extension 6242.

Ask for Help

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

Stay Focused!

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

Student Responsibility Statement

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

Accessibility

Harper College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Persons with disabilities who may require accommodations and/or support services should contact Access and Disability Services, Science, Math and Health Careers Center, D119, or telephone 847/925-6266 (voice) or 847/397-7600 (TTY).

Fall Semester Schedule

Instructor	Office	Hours	Phone

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

Spring Semester Schedule

Instructor	Office	Hours	Phone

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

1999-2000 Calendar

July/Aug.

26 Monday

AA & Alanon Meeting every Thursday at 7:30 pm
847/925-6268

27 Tuesday

28 Wednesday

29 Thursday

30 Friday

31 Saturday

For specific sports schedules, please contact the
Wellness and Human Performance Division.

1 Sunday

August

2 Monday

3 Tuesday

4 Wednesday

5 Thursday

6 Friday

7 Saturday

8 Sunday

August

9 Monday

10 Tuesday

11 Wednesday

**You Can Take Courses in
Canterbury, England; Munich,
Germany; Salzburg, Austria;
San Jose, Costa Rica; Kyoto, Japan;
Dijon, France; or Morelia, Mexico!**

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

1. Make sure you have completed 12 credit hours with a minimum 2.75 G.P.A. at Harper College.
2. Make an appointment with Janet Friend-Westney (extension 6522, Business and Social Science Center, 1117) for program information and to pick up an application packet.
3. Attend the Study Abroad information meeting for complete details.
4. Submit all application materials to Janet Friend Westney, Student Development, Business and Social Science Center, 1117.
5. Register for International Studies classes in a special registration session.
6. Attend the one-day student orientation program held at Illinois State University.

12 Thursday

13 Friday

14 Saturday

15 Sunday

Freshman Experience, 12-5 pm
Student and Administration Center

August

16 Monday

17 Tuesday

18 Wednesday

19 Thursday

Final Registration
4-8 pm

20 Friday

21 Saturday

Final Registration
9-11:30 am

22 Sunday

S M T W T F S S M T W T F S S M T W T F S S M T W T F S S S

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

August

23 Monday

Classes begin

Welcome Week
August 23-September 3

Late Registration and Schedule Changes
9 am-2 pm and 5:30-7 pm

24 Tuesday

Video – FREE
Shakespeare in Love, 12:15 pm
Student and Administration Center, Third Floor Lounge

Late registration and schedule changes
9 am-2 pm and 5:30-7 pm

25 Wednesday

Video – FREE
Shakespeare in Love, 1 pm
Student and Administration Center, Third Floor Lounge

Late registration and schedule changes
9 am-2 pm and 5:30-7 pm

Reggae Sunsplash Party
12 noon, Quad, FREE

26 Thursday

27 Friday

28 Saturday

Last day for 100% refund
(most 16 week classes)
8 am-8 pm

29 Sunday

September

6 Monday

Labor Day
(classes not in session)

7 Tuesday

Video – FREE
Cruel Intentions
12:15 pm
Student and Administration Center, Third Floor Lounge

8 Wednesday

Clubs and Organizations Day
10 am-12 noon
Student and Administration Center
FREE

Video – FREE
Cruel Intentions, 1 pm
Student and Administration Center, Third Floor Lounge

9 Thursday

Clubs and Organizations Day
10 am-12 noon
Student and Administration Center
FREE

10 Friday

11 Saturday

Last day for 75% refund
(most 16 week classes)
8 am-8 pm

12 Sunday

Rosh Hashanah

September

13 Monday

14 Tuesday

Gaelic Storm
'Steerage Band' from *Titanic*
12:15 pm, Quad, FREE

Video – FREE
She's All That
12:15 pm

Student and Administration Center, Third Floor Lounge

Hispanic/Latino Heritage Month—September 15-October 15
Multicultural Affairs, 847/925-6861

15 Wednesday

Blood Drive, 9 am-3 pm
Student and Administration Center, A242

Video – FREE
She's All That
1 pm

Student and Administration Center, Third Floor Lounge

16 Thursday

17 Friday

18 Saturday

19 Sunday

September

20 Monday

Mapapa African Acrobats
12 noon, Quad, Free

Yom Kippur

21 Tuesday

Video – FREE
Analyze This!
12:15 pm
Student and Administration Center, Third Floor Lounge

22 Wednesday

Video – FREE
Analyze This!
1 pm
Student and Administration Center, Third Floor Lounge

23 Thursday

24 Friday

eXcel Leadership, 1-4 pm
Student and Administration Center, A238

25 Saturday

26 Sunday

Sept./Oct.

27 Monday

28 Tuesday

Video – FREE
GO!

12:15 pm

Student and Administration Center, Third Floor Lounge

29 Wednesday

Video – FREE
GO!

1 pm

Student and Administration Center, Third Floor Lounge

30 Thursday

Concert: Sol y Canto Duo
12 noon, Quad, FREE

For specific sports schedules, please contact the Wellness and Human Performance Division.

1 Friday

National Depression and Mental Health Month

Breast Cancer Awareness Month

Lee National Denim Day

2 Saturday

Minority Student Leadership Conference
Multicultural Affairs, 847/925-6861

3 Sunday

October

4 Monday

5 Tuesday

6 Wednesday

7 Thursday

8 Friday

9 Saturday

10 Sunday

National Adult Immunization Week
October 10-16
847/925-6268

19 S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

October

11 Monday

Columbus Day
Unity Through Diversity Week
Multicultural Affairs, 847/925-6861

12 Tuesday

13 Wednesday

14 Thursday

Six Tips for Preparing for Midterm Exams

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

15 Friday

eXcel Leadership
1-4 pm
Student and Administration Center, A238

16 Saturday

Midterm

Graduation petitions due
Bosses Day/Sweetest Day

Harper Symphony Orchestra, 3 pm

17 Sunday

National Collegiate Alcohol Awareness Week
October 17-23
847/925-6268

S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 20

October

18 Monday

19 Tuesday

Flu Vaccine, \$5
847/925-6268 for appointment

20 Wednesday

Flu Vaccine, \$5
847/925-6268 for appointment

21 Thursday

22 Friday

23 Saturday

Make a Difference Day

24 Sunday

United Nations Day

October

25 Monday

26 Tuesday

Video – FREE
The Faculty
12:15 pm

Student and Administration Center, Third Floor Lounge

27 Wednesday

Film—FREE
The Monster
7:30 pm, Theatre

Video – FREE
The Faculty
1 pm

Student and Administration Center, Third Floor Lounge

28 Thursday

29 Friday

Family Event: Dave Rudolph's
Halloween Spooktacular
7 pm, Theatre

30 Saturday

31 Sunday

Halloween

Daylight Saving Time ends

November

1 Monday

For specific sports schedules, please contact the Wellness and Human Performance Division.

2 Tuesday

3 Wednesday

4 Thursday

5 Friday

eXcel Leadership
1-4 pm
Student and Administration Center, A238

Jonatha Brooke (with Anne Heaton)
7:30 pm, Theatre

6 Saturday

7 Sunday

November

8 Monday

9 Tuesday

Film—FREE
Hilary and Jackie
7:30 pm, Theatre

10 Wednesday

11 Thursday

12 Friday

Veterans' Day
(classes not in session)

13 Saturday

Last day for withdrawals for fall classes
9 am-12 noon

14 Sunday

November

15 Monday

16 Tuesday

Film—FREE
Three Seasons
7:30 pm, Theatre

17 Wednesday

Blood Drive
9 am-3 pm

18 Thursday

DeaFest
November 18-20
847/925-6266

Great American Smokeout

19 Friday

20 Saturday

21 Sunday

November

22 Monday

23 Tuesday

24 Wednesday

25 Thursday

Thanksgiving Holiday

26 Friday

Thanksgiving Holiday

27 Saturday

Thanksgiving Holiday

28 Sunday

Thanksgiving Holiday

Nov./Dec.

29 Monday

30 Tuesday

1 Wednesday

For specific sports schedules, please contact the Wellness and Human Performance Division.

Application deadline—Nursing and Spring EMT

World AIDS Day

Therapeutic Chair Massage

By appointment
847/925-6268

2 Thursday

3 Friday

eXcel Leadership

1-4 pm

Student and Administration Center, A238

4 Saturday

Hanukkah

Musical
Babes in Toyland, 2 pm, Theatre
\$7 general admission
\$5 students
\$3 children under 12

5 Sunday

27

S M T W T F S S M T W T F S S M T W T F S S M T W T F S S
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

December

6 Monday

7 Tuesday

8 Wednesday

9 Thursday

10 Friday

11 Saturday

12 Sunday

Harper Symphony Orchestra
7:30 pm

S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S S 28
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

December

13 Monday

Final Exams
Book Buyback

14 Tuesday

Final Exams
Book Buyback

15 Wednesday

Final Exams
Book Buyback

16 Thursday

Final Exams
Book Buyback

17 Friday

Final Exams
Book Buyback

18 Saturday

Final Exams
Book Buyback

19 Sunday

Semester Break begins

December

20 Monday

21 Tuesday

22 Wednesday

23 Thursday

24 Friday

25 Saturday

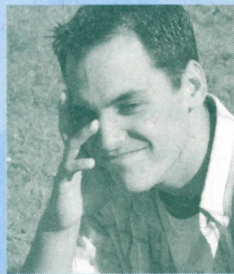
26 Sunday

Christmas Day

Harbor College



Over lege



Dec./Jan.

27 Monday

28 Tuesday

29 Wednesday

30 Thursday

31 Friday

1 Saturday

For specific sports schedules, please contact the
Wellness and Human Performance Division.

2 Sunday

New Year's Day

January

10 Monday

11 Tuesday

12 Wednesday

13 Thursday

Final Registration

14 Friday

15 Saturday

Final Registration
9-11:30 am

16 Sunday

January

24 Monday

25 Tuesday

Last day for 100% refund
(most 16 week classes)
8 am-8 pm

26 Wednesday

27 Thursday

28 Friday

eXcel Leadership
1-4 pm
Student and Administration Center, A238

29 Saturday

30 Sunday

Jan./Feb.

31 Monday

For specific sports schedules, please contact the Wellness and Human Performance Division.

1 Tuesday

Application deadline—Cardiac Technology and Dental Hygiene

American Heart Month—Blood Pressure Screening
Student and Administration Center, A362

Black History Month

Last day for 75% refund (most 16 week classes)
8 am-8 pm

2 Wednesday

Blood Drive, 9 am-3 pm
Student and Administration Center, A242

3 Thursday

4 Friday

Love Is Murder
Mystery Conference
February 4-6
847/925-6593

5 Saturday

6 Sunday

February

7 Monday

8 Tuesday

9 Wednesday

10 Thursday

11 Friday

Lincoln's Birthday Observed
(classes not in session)

12 Saturday

Lincoln's Birthday

13 Sunday

February

14 Monday

Valentine's Day

15 Tuesday

16 Wednesday

17 Thursday

18 Friday

19 Saturday

20 Sunday

Harper Symphony Orchestra
3 pm

February

21 Monday

Transfer Week 2000
February 21-25

22 Tuesday

Washington's Birthday

23 Wednesday

College Fair

24 Thursday

25 Friday

eXcel Leadership
1-4 pm
Student and Administration Center, A238

26 Saturday

27 Sunday

Feb./Mar.

28 Monday

29 Tuesday

For specific sports schedules, please contact the Wellness and Human Performance Division.

1 Wednesday

Application deadline – Second Level Nursing

National Nutrition Month

2 Thursday

3 Friday

4 Saturday

5 Sunday

March

6 Monday

7 Tuesday

8 Wednesday

9 Thursday

10 Friday

Six Tips for Preparing for Midterm Exams

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

11 Saturday

Graduation petitions due

Midterm

12 Sunday

March

13 Monday

Mammography Screening
Osteoporosis Bone Density Screening
By appointment
847/925-6268

14 Tuesday

Mammography Screening
Osteoporosis Bone Density Screening
By appointment
847/925-6268

15 Wednesday

16 Thursday

17 Friday

eXcel Leadership
1-4 pm
Student and Administration Center, A238

18 Saturday

19 Sunday

March

20 Monday

21 Tuesday

22 Wednesday

23 Thursday

24 Friday

25 Saturday

26 Sunday

Mar./April

27 Monday

Spring Break

28 Tuesday

Spring Break

29 Wednesday

Spring Break

30 Thursday

Spring Break

31 Friday

Spring Break

1 Saturday

For specific sports schedules, please contact the
Wellness and Human Performance Division.

Spring Break
Harper Symphony Orchestra
7:30 pm

2 Sunday

Spring Break
Daylight Saving Time begins

April

3 Monday

Classes resume

4 Tuesday

5 Wednesday

6 Thursday

7 Friday

8 Saturday

9 Sunday

April

10 Monday

11 Tuesday

Wellness Week
April 11-13
847/925-6268

12 Wednesday

Health Fair
9 am-1 pm
Student and Administration Center

13 Thursday

14 Friday

eXcel Leadership
1-4 pm
Student and Administration Center, A238

15 Saturday

Last day for withdrawals
for spring classes, 9 am-12 noon

16 Sunday

Asian/Pacific Islander Month, April 15-May 15
Multicultural Affairs, 847/925-6861

April

17 Monday

18 Tuesday

19 Wednesday

Blood Drive, 9 am-3 pm
Student and Administration Center, A242

20 Thursday

21 Friday

22 Saturday

23 Sunday

Easter

April

24 Monday

Professional Secretaries Day

25 Tuesday

26 Wednesday

27 Thursday

28 Friday

29 Saturday

30 Sunday

May

1 Monday

2 Tuesday

3 Wednesday

4 Thursday

5 Friday

Cinco de Mayo Celebration
Multicultural Affairs, 847/925-6861

Harper's Bizarre
Fashion Show
1 and 8 pm

Wellness and Sports Center

6 Saturday

7 Sunday

May

8 Monday

9 Tuesday

10 Wednesday

11 Thursday

12 Friday

13 Saturday

14 Sunday

Harper Symphony Orchestra
7:30 pm

Mother's Day

S M T W T F S S M T W T F S S M T W T F S S M T W T F S S S

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

May

15 Monday

Final Exams
Book Buyback

16 Tuesday

Final Exams
Book Buyback

17 Wednesday

Final Exams
Book Buyback

18 Thursday

Final Exams
Book Buyback

19 Friday

Final Exams
Book Buyback

20 Saturday

Armed Forces Day

Final Exams
Book Buyback

21 Sunday

Graduation

May

22 Monday

23 Tuesday

24 Wednesday

25 Thursday

26 Friday

27 Saturday

28 Sunday

May/June

29 Monday

Memorial Day Observed
Offices closed

30 Tuesday

Memorial Day

31 Wednesday

1 Thursday

2 Friday

3 Saturday

Final Registration

4 Sunday

June

5 Monday

Classes begin

6 Tuesday

Last day for 100% refund
(most 8 week classes)
8 am-8 pm

7 Wednesday

8 Thursday

Last day for 75% refund
(most 8 week classes)
8 am-8 pm

9 Friday

10 Saturday

11 Sunday

June

12 Monday

13 Tuesday

14 Wednesday

Flag Day

15 Thursday

16 Friday

17 Saturday

18 Sunday

Father's Day

June

19 Monday

20 Tuesday

21 Wednesday

22 Thursday

23 Friday

24 Saturday

25 Sunday

June/July

26 Monday

27 Tuesday

28 Wednesday

29 Thursday

Graduation petitions due

Midterm

30 Friday

1 Saturday

2 Sunday

Application deadline—Fall EMT

59

S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

July

3 Monday

4 Tuesday

Independence Day

5 Wednesday

6 Thursday

7 Friday

8 Saturday

9 Sunday

July

10 Monday

11 Tuesday

12 Wednesday

Harper Symphony Orchestra
7:30 pm

13 Thursday

Last day for withdrawals
for summer classes
8 am-8 pm

14 Friday

15 Saturday

16 Sunday

July

24 Monday

Final Exams

25 Tuesday

Final Exams
Book Buyback

26 Wednesday

Final Exams
Book Buyback

27 Thursday

Final Exams
Book Buyback

28 Friday

29 Saturday

30 Sunday

Final Exams
Book Buyback

31 Monday

Final Exams
Book Buyback

Meetings—A Valuable Resource

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

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

Nursing Program

Information Meetings

Instructional Delivery Center, E106

1:30-3:30 pm, third Wednesday each month

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

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

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

Policies

Textbooks and Supplies

Bookstore

Liberal Arts Center, extension 6275

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

Friday 7:45 am-4:30 pm

Saturday 9:00 am-12:00 noon

Sundays & Holidays Closed

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

Refund Policy

Save your receipts.

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

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

Book Buyback

You may sell your books back to the Bookstore when you are finished using them. The value of your book is based on need. You will get the best price if your book is required for the upcoming term and you bring it back during the week of finals. This is true even if your book was purchased second hand. If the professor selects new titles, the price you receive will drop since these titles can no longer be sold by the Bookstore. The price you are getting is the national market value based on wholesale prices. If the publisher revises the textbook, the price usually drops to zero since most colleges in the country will no longer use the old edition.

End of semester:

The Bookstore will purchase textbooks from students during the week of finals. Fifty percent of the new price will be paid for books that will be used for the next semester (quantities may be limited). National market value will be paid for all other books. Study guides, workbooks and lab books are acceptable only if pages are intact and contain no writing.

Year round:

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

Not acceptable for buyback:

- old editions
- water damaged books
- tapes or software
- IBM materials

- books with tapes or software
- Harper printed and copied materials
- damaged books
- wire-bound books

Specialized Services Meet Individual Needs...

Honors Program

Liberal Arts Center, L330, 925-6489
Monday-Friday 10:00 am-5:00 pm

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

Access and Disability Services

Science, Math and Health Careers Center
D119, 925-6266(v), 397-7600 (TTY)
Monday-Friday 8:00 am-4:30 pm*
(evenings by appointment)

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

Support services include sign language interpreting, notetaking, scribing, tutoring and a fee-for service program PASS (Program for Achieving Student Success) which provides specialized instructional support. A federally funded grant program (ACHIEVE!) is available for students with disabilities who are degree seeking and who are academically eligible (contact the ACHIEVE! counselor for details). Testing accommodations, audio recorded textbooks, the use of adaptive computer equipment and FM listening devices, as well as counseling and advising, are also available.

To request services new students must call and schedule an intake appointment to discuss their needs and become familiar with Harper College and ADS office procedures and policies.

Deaf/hard of hearing students who require interpreting services must fill out and submit a "Request for Interpreting Services" form at least one week before the beginning of a

semester to be assured of receiving these services.

All student information is respected and kept strictly confidential!

Office of Student Financial Assistance

Student and Administration Center, A364
extension 6248
Veterans' extension, 6254
Monday-Thursday 8:00 am-8:00 pm
Friday 8:00 am-4:30 pm
Saturday 9:00 am-noon

A comprehensive financial aid program is available, including scholarships, grants, loans, veterans' benefits, federal work study program and other employment opportunities. See the College Catalog for detailed information about financial aid opportunities.

Child Learning Center

Business and Social Science Center, 1131
extension 6262
Monday-Friday 7:15 am-4:45 pm*

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

Center for Multicultural Affairs Academic Advising and Counseling

Business and Social Science Center, 1117
925-6861; 925-6954
Monday-Wednesday 8:00 am-8:00 pm
Thursday-Friday 8:00 am-4:30 pm*

The Center for Multicultural Affairs, Academic Advising and Counseling provides counseling and support services to current and prospective multicultural/minority students and works with existing College programs to foster multicultural awareness. This office recognizes the unique development and social needs of multicultural students and is committed to the advocacy of minority issues throughout the College.

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

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

International Students

Academic Resource Center, F340
extension 6226

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

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

Women's Program

Music Instruction Center, P124, 925-6558
Monday-Friday 8:00 am-4:30 pm

Since its inception in 1969, the Women's Program at Harper College has served more than 50,000 women in the north-west suburbs. The Women's Program attempts to help women know themselves better, understand their relationships with their society and to participate more effectively in their chosen roles.

The Women's Program is comprised of four major areas:

- Continuing Education courses and workshops are offered on a variety of topics related to personal growth and women's issues.
- Services to students who are single parents or students who through disability, separation, divorce or death have become the head of household with the need to become self-supporting. These state-funded programs offer women and men career, personal, vocational and academic counseling, information and referral to appropriate resources. Students are also provided with job readiness seminars designed to develop employment skills to gain access into today's high-skill, high-tech job market.
- Services to students who are interested in non-traditional work. This program

offers services to people who are interested in careers where the majority of workers are of the opposite sex. Career, vocational and academic counseling, mentoring and job referral services are available to students.

- Each March, Harper College celebrates the many contributions women have made throughout history. Activities include a keynote speaker, seminars and performances focusing on one of many areas in which women have impacted our history. This event helps us remember, recognize and learn from the women in our past.

The Women's Center, located in the Music Instruction Center, P127, is a place to relax, talk, and study. Coffee, campus information, women's resources and referral information are available. Men, as well as women, are welcome to use the facility.

For further information, contact the Women's Program at 847/925-6558.

And Help You Toward Academic Success

Learning Resources Center

Academic Resource Center
extension 6584

Monday-Thursday 8:00 am-10:00 pm
Friday 8:00 am-4:30 pm
Saturday 9:00 am-3:30 pm
Sunday 1:00 pm-5:00 pm*

The Learning Resources Center is centrally located on the first and second floors of the Academic Resource Center. On the first floor, students will find the media collection, consisting of videotapes, films, audiotapes, CD-ROMS, slides and realia. All periodicals, microfilm and microfiche are available on this floor. Ask for these materials at the Circulation desk.

The second floor of the Learning Resources Center houses all circulating books, reference materials, interlibrary loan and related services. Using a computerized on-line catalog and a network of CD-ROM periodical indexes, students can perform research efficiently and effectively.

Reference librarians are available to assist you whenever classes are in session.

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

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, Academic Resource Center, F132. If you find you need to drop a course, remember to do so in the Registrar's Office before the last day for withdrawals, as listed. If you fail to do so, you will receive an "F" grade in the course, instead of a withdrawal "W" designation.

Degree Audit Report

The Academic Advising and Counseling Centers, Science, Math and Health Careers Center, D142, and Business and Social Science Center, 1117, can check a student's progress toward graduation through a computer system. Stop in to make an appointment with a counselor. Request a report to check your progress toward a Harper College degree and ensure your academic goals will be met.

Planning to Transfer?

It is not too soon to start the process!

Seminars on transferring and visits by college representatives are scheduled throughout the year. Student Development counselors can also answer your questions. For a schedule of seminars or appointments with a counselor, call the Academic Advising and Counseling Center, Science, Math and Health Careers Center, D142, extension 6393, or the Center for Multicultural Affairs, Academic Advising and Counseling, Business and Social Science Center, 1117, extension 6522.

Use the DISCOVER or GIS computer programs located in the Career Center, Student and Administration Center, A347, Science, Math and Health Careers Center, D142 and Business and Social Science Center, 1117, to help you find a college to match your needs and interests.

Grade Point Average (GPA)

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

Grading System

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

Services To Help You Begin Your Program...

Admissions Office

New Student Services and Art Center, C101 extension 6506

Registrar's Office

Student and Administration Center, A213 extension 6500

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

Contact the Admissions Office for an application, College Catalog or admission information. The Registrar's Office handles grade reports and transcripts, graduation requirements, transfer of credit, schedule changes and withdrawals. Student Development faculty in the Science, Math and Health Careers Center, D142, and Business and Social Science Center, I117, can also help you find answers to your questions.

Assessment Center

Student and Administration Center, A148 925-6541

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

(Office hours only; testing hours vary.)

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

Center for New Students and Orientation

New Student Services and Art Center, C104 925-6208

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

The Center for New Students and Orientation assists prospective and new students with information and counseling concerning application procedures, courses and programs of study, support services, student activities and adjustment to college. This

center also coordinates New Student Orientation programs each semester. Sessions designed specifically for the older adult student are available.

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

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

If you know someone interested in taking classes at Harper College, refer him or her to the Center for New Students and Orientation for more specific information.

And Improve Your Skills

The Learning Achievement Program

Academic Resource Center, F332 extension 6715

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

The Learning Achievement Program (LAP) offers academic support to students by providing developmental courses, diagnostic services and tutoring to those who need assistance with college-level work.

Reading Improvement

College Preparatory Reading I
Reading 090/Fundamentals of Reading
Students learn a variety of strategies to improve reading comprehension and to develop a better vocabulary, while exploring current social issues.

College Preparatory Reading II
Reading 099/Developmental Reading
Students learn a variety of strategies to improve comprehension for college reading and develop a college-level vocabulary. The course emphasizes discussion, writing and thinking experiences that are applicable to college-level courses. When paired with an English 100 class, Reading 099 enhances the reading/writing connection.

College Success—Learning Skills

Psychology 106/Practical Psychology
Students learn strategies that improve skills necessary for success in college, including goal-setting, time management, memory and concentration strategies, textbook and lecture notetaking tips and test-taking

strategies. (3 transferable credits under Contemporary Studies and Life Skills, Group 5)

Basic Writing

English 098/Composition

English 098 provides instruction in developing basic writing skills essential for effective written discourse by giving students the conceptual tools necessary for developing a basic framework for writing.

Success Services for Students

Test Performance Analysis

If you have studied for a test and don't perform as well as you think you should have, you can have your performance analyzed. You will be given a complete breakdown of the kind of errors you are making as well as changes you may need to make for future tests.

Study Behavior Inventory

Identifies your strengths and weaknesses in study-learning skills. Areas include time management, concentration, test anxiety, motivation, test-taking strategies, memory improvement and test preparation strategies. Follow-up sessions are available.

Learning Styles Inventory

Everyone learns differently. This inventory identifies how you learn best. Once your learning style is determined, specific strategies will be recommended that will complement your style. Awareness of your learning style contributes to more effective learning.

Study Skills Session

For years you have developed study habits that may not be the most efficient or effective. If you study for a test, and do not do well, perhaps you need to revise your study strategies.

All services are free of charge to Harper students. Information is confidential. To schedule an appointment call extension 6715.

Tutoring Center

Free tutoring in many courses is provided to students enrolled in credit classes at Harper College. Information on appointments or walk-in services can be obtained from the Tutoring Center, Academic Resource Center, F315, extension 6539.

Community Tutoring Center

Harper's Tutoring Center also serves junior high and high school students and students from other colleges. Qualified tutors will offer help to students in a various areas including mathematics, accounting, computers, biology, English, chemistry and writing. Cost for the one-on-one tutoring session is \$25 per hour. Tutoring sessions scheduled by appointment only. Contact the Community Tutoring Center, Academic Resource Center, F315, extension 6888 for information.

LAP Community Services

Harper College is offering individual sessions in study skills, test-taking strategies, test anxiety and reading strategies to high school and college students in the surrounding communities. There is a fee of \$20 for each hourly session. For additional information, call extension 6715.

Writing Center

This creative workshop environment for Harper writers features professional writing specialists and technology tools. The Center is located in the Academic Resource Center, F303 where hours are posted.

The English as a Second Language/Linguistics Department

Academic Resource Center, F340

extension 6226

Monday-Tuesday

8:00 am-8:30 pm

Wednesday-Friday

8:00 am-4:30 pm*

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

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

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

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

Career Center Employment Services

Student and Administration Center, A347
925-6220

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

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

Computerized Job Matching

The internet-based Collegiate Employment Network (CEN) job listing system refers students and alumni directly to the most current job listings from area employers. Job seekers match job needs with listed opportunities. A password for CEN access may be obtained from the Career Center.

On-Campus Recruiting

Throughout the school year, local employers come on campus to recruit in person to fill their vacancies. The Career Center posts a calendar of this activity on their hallway bulletin board.

On-Campus Student Employment

Working on the Harper College campus is one good way to become involved. Meet new people, learn something and have some fun, all while making extra money. Most campus offices have job opportunities to which you can probably match your skills and interests. Check with the offices that interest you, ask the Office of Student Financial Assistance or check in the CEN job listing system for on-campus student employment.

Career Expo

Each spring the Career Center hosts a two-day Career Information & Job Fair for students and community members. Exhibits and speakers offer career information on the first day; employers from 150 companies recruit for employees at the Job Fair on the second day. Ask for this year's details.

Working While You are in School

Most Harper College students work, balancing study and work responsibilities very well. To be successful at combining these, keep in mind that it is necessary to limit the number of credit hours you register for according to the number of hours you work. Good time management techniques are also necessary. The following table is a general guide for balancing course load with the time requirements of a job.

Weekly Job Time	Course Load
9 hours or less	14-16 semester hours
10-19 hours	10-13 semester hours
20-29 hours	7-9 semester hours
30-39 hours	4-6 semester hours
40 hours and above	1-3 semester hours

If you'd like some help with managing your work/study load, stop in one of the Student Development Academic Advising and Counseling Centers in the Science, Math and Health Careers Center, D142, or Business and Social Science Center, 1117.

Career Resource Library

More than 800 written, video and computer resources are available to aid your job search. Individual assistance is also available through job search advising sessions.

Job Hunting Tips

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

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

Or a Career for the Future

Career Center

Career Planning Services

Student and Administration Center, A347
925-6220

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

The Career Center offers many career planning services to Harper students.

These services include:

- Individual career counseling
- Interest, personality and aptitude testing
- Career Center resource materials including books, videos, brochures and periodicals
- Computerized career guidance programs

Career interest testing seminars are offered throughout the semester covering job search and career interest topics. Please contact the Center for specific dates and times.

Community Career Services

NSET Center (Northwest Suburban

Employment and Training Center)

723 West Algonquin Road

Arlington Heights, IL 60005

847/758-2370

Monday-Friday 8:00 am-4:30 pm
Evening - Call for specific hours

Community Career Services provides programs and services to individuals who are currently working and are seeking a job or career change or are looking to enhance their present career, individuals who have lost a job and are seeking new employment, and college graduates who are looking for that first "career" position.

Career Resource Center — A one-stop career center that provides reference books, newspapers, directories, community resource information, job listings, computers with various career software, copy and FAX machine. The Center is in partnership with the Illinois Department of Employment Security, the Private Industry Council of Northern Cook County and the Northwest Suburban Education to Careers Partnership.

Career Counseling — Available on a one-on-one basis and provides counseling to

discuss present work status, address specific career alternatives as well as career assessment, resume service, interviewing skills practice and job search strategies.

Career Workshops — A variety of career workshops are available that include career assessment, career exploring and planning, mid-life career change, resume and interviewing skills, networking and career self-reliance.

Corporate Career Services — Provides a wide range of programs and services to assist companies and organizations that are experiencing an organizational transition as well as to prepare employees to manage their careers successfully. Programs and services include Career Talks, Employment Transition, Career Self-Reliance, Career Coaching, Mentoring and the Power of Listening.

Services to Meet Health and Counseling Needs

Health and Psychological Services

Student and Administration Center, A362
extension 6268

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

The Health Services team is committed to promoting your total health and well-being. Registered nurses, a psychologist and personal counselors staff Health Services, and a physician is available on a part-time basis. Most of the following health services are available free or at a minimum charge to enrolled Harper students:

- See Personal Counseling and Student Psychological Services
- Treatment for minor injuries and illnesses
- Testing services including strep throat, mononucleosis, pregnancy, sexually transmitted diseases, and vision and hearing screening
- Allergy injections
- Medication for minor illnesses
- Information and counseling for personal health concerns
- Wellness programs and activities
- Health education literature

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

- Temporary medical parking permits
- A rest area

All visits to Health Services are strictly confidential.

Personal Counseling and Student Psychological Services

The Personal Counseling service focuses on the evaluation and treatment of life issues that may impede the student's ability to optimally function in the college setting. Brief, solution-focused therapy and/or evaluation and referral services are available free of charge to students enrolled full-time at Harper.

Drug, Alcohol, Wellness Network (DAWN)

Student and Administration Center, A362 extension 6268

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

For—Harper College students, faculty, staff and community

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

Encourages—Student participation with planning and implementation.

Provides—Resource materials, referrals, Drug and Alcohol Awareness Programs and 12 Step Support Groups (AA and Alanon).

Dental Hygiene Clinic

Science, Math and Health Careers Center, D170, extension 6534

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

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

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

Call for an appointment.



Academic Advising and Counseling Centers

Academic Advising and Counseling Center
Science, Math and Health Careers Center
D142, 925-6393

Monday-Friday 8:00 am-4:30 pm
Center for Multicultural Affairs, Academic
Advising and Counseling

Business and Social Science Center
1117, extension 6522

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

Educational Planning

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

Some of the questions with which you may receive assistance in the Science, Math and Health Careers Center, D142, or Business and Social Science Center, 1117, are:

- Which course should I take for my major?
- How many credit hours should I take next semester?
- Which four-year schools offer my major?
- What are the requirements for my career program?
- What requirements must I meet before transferring to the school of my choice?
- How can I get help with academic difficulty?

- Are my educational goals appropriate for my needs?
- Are my personal issues affecting my ability to be successful in my courses?
- How can I apply to study abroad?

Services

Weekend Programs and Services

New Student Services and Art Center
C102, 925-6300

Information relating to Weekend College credit, continuing education and special programs or conferences is available. An open house is held each semester for Weekend College credit students.

Young Adult Programs

Liberal Arts Center, L203

The Children's Institute of Learning and Living program provides summer activities and enrichment classes for students ages 8-15.

Extension Centers

847/925-6001

Credit and continuing education classes are held at extension sites which include the Northeast Center, (Prospect Heights), NSET Center (Northwest Suburban Employment and Training Center, Arlington Heights), Barrington, Elk Grove, Hoffman Estates and Wheeling High Schools and Winston Park Junior High.

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

Student Life

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

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

Student Activities Office

Student and Administration Center, A336 extension 6242

Hotline for a schedule of events after regular business hours:
847/925-6552

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

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

Student Activity Fees

Student activity fees support the following programs and services:

1. The cultural arts series of lectures, films, concerts, theater and art exhibits as listed in the college community programs and activities calendar. Students are admitted either free or for a nominal admission price to these activities.
2. Social programs of popular films, concerts, coffee houses, afternoon activities, special events, etc., as listed in this datebook and on the activity calendar. Students are admitted free or for a nominal admission price.



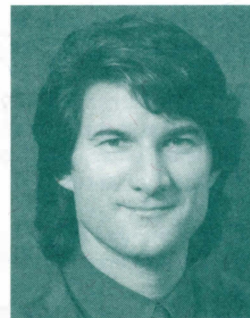
Joan Kindle

Associate Vice President, Student Affairs



Jeanne Pankanin

Director, Student Activities



Michael Nejman

Student Activities Coordinator

3. Intercollegiate and intramural sports. Students are admitted without charge to all athletic events on campus and to open recreation hours in Building M. (An additional identification card may be required.)
4. Student publications. The weekly student newspaper, *The Harbinger*, and annual visual arts/literary magazine, *Point of View*, are available to students at no charge.
5. Other publications such as the college/community programs and activities calendar and the *Handbook/Datebook*, are also available at no cost to students.
6. Health Services. Student activity fees partially fund the services of a physician who is available to students.
7. Students may become involved in clubs on campus such as curricular and special-interest groups, the student government, the radio stations, the speech team, the pom pon and cheerleading squads.
8. Discount tickets to Chicago area movie theaters, sporting events, amusements and other attractions are offered on a seasonal basis to Harper students.
9. Short-term loans of up to \$50 are available to students for emergency expenses. These loans must be paid back within 10 days in cash.
10. Legal Services. Students may obtain free legal advice from practicing attorneys.
11. Other activities/program services approved by the Student Senate that benefit the student body.

Activity Pass

Activity passes are issued to all students who pay an activity fee. These passes must be carried at all times and may be used for admission to social, cultural and athletic events; for voting in student elections; for using the Game Room; and for other activities that require identification. Students may be asked to show a driver's license in addition to the activity pass to verify identification. A student who loses an activity pass must report the loss to the Business Office and pay a \$5 replacement charge. A new activity pass is issued each semester after registration and payment of fees.

Box Office

The Harper College Box Office, in the Business and Social Science Center, J135, sells tickets for all Harper activities except athletic events. It is open Monday through Thursday from 10:00 am-7:00 pm; Friday (except during the summer) from 10:00 am-4:30 pm; and one hour prior to every event at the location of that event. Summer hours are Monday-Thursday from 10:00 am-8:00 pm. Cash, checks, Visa, MasterCard and Discover are accepted.

To purchase tickets by phone, call extension 6547 or our direct line, 925-6100. To purchase tickets by mail, send check or money order to:

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

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

For recorded information about upcoming events, call extension 6552 after regular business hours.

Cultural Arts Series

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

The College Center

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

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

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

Bulletin Boards and Publicity

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

Publicity must be approved by the Student Activities office and may be hung or distributed only in designated locations. Recommended poster size is 8.5" x 11" tall, but larger posters will be allowed if space is available. A poster service is also available through the Student Activities office, Student and Administration Center, A336. A two-week lead time is requested for posting and the poster service. The name of the organization sponsoring an event must appear on all publicity material as well as the Harper logo. Generally, posters will be displayed for a period not to exceed two weeks. Exceptions to these regulations may be requested through the Student Activities office. For further information, refer to the Student Activities "Posting Policy Guidelines."

Announcing College Events

Requests to announce College events on the closed circuit television monitors may also be made through the Student Activities office, extension 6242.

Legal Service

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

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



The attorney shall not be required or permitted to provide services to any person if that service would present a conflict of interest for the attorney, the College and/or the Student Senate, nor in any matter against or antagonistic to the College, the Board of Trustees and members thereof; nor shall the attorney be required or permitted to provide services to any person in any manner against or antagonistic to any employee, student or staff member where attorney's representation in said matter is likely to create the appearance of an impropriety.

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

Political Campaigning on Campus

Political candidates who want to campaign and/or distribute literature on campus must register in advance with the Student Activities office.

Campaigning and distribution of literature is normally restricted to the College Center and the Business and Social Science Center and must follow the "Use of Tables or Displays" guidelines, and speeches are subject to the "Speakers Policy," both in the Policies section of this handbook/datebook. No direct solicitation of funds or distribution of campaign fund raising literature is permitted on College premises, unless the proceeds are earmarked for a tax-exempt organization. Permission to appear at the campus does not imply College endorsement of a candidate or an issue.

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

Public Safety Department

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

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

Crime statistics and related information as required by the Crime Awareness and Campus Security Act of 1990 are available in the Public Safety office and at the Information Center in the Student and Administration Center.

For parking permits or non-emergency information, contact Public Safety in the Public Safety Center, extension 6330. For emergencies call Public Safety at 6211. Cellular phones, call 847/925-6211. TTY: 847/397-8551

There are also emergency call boxes located in all parking lots. These are identified by a blue light, which is on from dark until 12:00 midnight on days when classes are in session.

Clubs and Organizations

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

African American Association
Asian Students Association
Astronomy Club
Cheerleading
Chemistry Club
C.I.A.D. – Collegiate Illinois Association of the Deaf
Collegiate Secretaries International
Formulator, Inc.
Food Service Club
German Club
GOLDS (guidance organization for learning disabled students)
The Harbinger
Harper College Dance Company
Harper Hellenic Association (Greek Club)
Harper Nursing Club
Harper Pride
Harper Students for Environmental Awareness
Harper Wellness Advisors
Harper's Bizarre Fashion Club
Hillel
Honors Society
Hot Steel Pan Club
Indian/Pakistani Student Association
International Students' Club
Intervarsity Christian Fellowship
Latinos Unidos
Le Cercle Francais (French Club)
Muslim Students Association
Phi Theta Kappa Honor Society (Phi Phi Chapter)
Point of View
Pom Pon Squad
Program Board
Psychology Club
S.A.I.F.D. Students of the American Institute of Floral Designers
Science Fiction and Fantasy Club
Second Year Nursing Club–2000
Sign Language Club
Speech Team
Stop AIDS-Harper
Student Ambassadors
Student Nurses–2001
Student Senate
Theatre
WHCM

Volunteer Opportunities

Looking for a way to be involved? Be a volunteer. Help your community; meet new people; grow personally; explore career skills. For information, call the Student Activities Office, extension 6242.

Reaffirmation of Student Clubs and Organizations

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

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

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

Joan Kindle
Associate Vice President, Student Affairs

Program Board

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

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

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

Student Ambassadors

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

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

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

For further information about the program, contact the Admissions Outreach Coordinator at extension 6247 or Center for New Students and Orientation, extension 6208.

Student Government

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

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

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

- Academic Enrichment and Language Studies
- Access and Disability Services
- Business and Social Science
- Continuing Education
- Liberal Arts
- Life Science and Human Services
- Student Development
- Technology, Mathematics and Physical Science
- Wellness and Human Performance

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

Senator appointments are made by an interview committee during the fall semester by the fifth week of classes.

Representative appointments are made by members of the HCSS at the earliest possible scheduled meeting following the appointment of senators.

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

Student Trustee

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

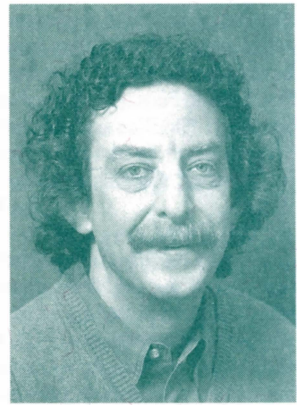
A campus-wide referendum held at Harper College later determined that the student trustee be elected by a popular vote of the student body each spring. The Student Activities office is responsible for conducting the elections, with input from an election committee.

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

1. is allowed to make and second motions,
2. is admitted to all sessions of the Board,
3. receives the same materials that elected or appointed Board members are given,
4. is permitted to discuss all topics of the Board.

As a non-voting member, the student trustee is not considered in determining a quorum for action by the Board. However, he or she may serve on the Student Senate, on institutional committees or on Board committees.

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



Howard Schlossberg
The Harbinger Advisor

The Harbinger The Student Newspaper

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

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

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

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

Theatre

The Harper College Theatre provides students with experience in all aspects of theatre production. One major production is staged in the theatre, Business and Social Science Center, J143, and two to three productions are staged in the experimental theatre in the Liberal Arts Center.

Auditions are open to interested Harper students. Productions include musicals, dramas and comedies. Questions about theatre activities on campus should be directed to Mary Jo Willis, extension 6448.



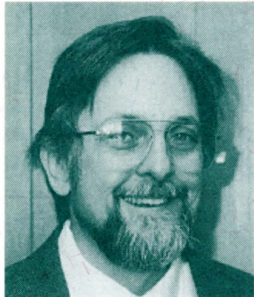
Mary Jo Willis
Director of Theatre

Speech Team

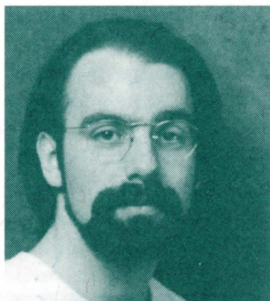
The Speech Team welcomes any student who wishes to participate in public speaking and interpretive events (persuasive, informative, extemporaneous, impromptu, after dinner, communication analysis, prose, poetry, duo interpretation and readers' theatre). The team travels to approximately 10 contests each year, including state and nationals, to compete against other area community colleges and four-year universities. Tuition rebates may be available for Speech Team members. Interested students should contact faculty advisor Jeff Przybylo, extension 6975.



Jeff Przybylo
Speech Team Advisor



Frank Smith
Point of View Literary Advisor



Paul Smith
Point of View Visual Arts Advisor



Dave Dluger
WHCM Advisor

Point of View

Point of View, a student literary and art magazine, is published each year in the spring. Material for publication is accepted in summer, fall and spring semesters. Students interested in submitting materials or assisting in production should contact Dr. Frank Smith, Liberal Arts Division, Liberal Arts Center, L324, extension 6777.

WHCM Radio

WHCM, the student radio station, is managed, staffed and operated by degree-credit students. The closed circuit system broadcasts in the College Center and other buildings on campus and operates on the College's cable channels. WHCM is currently seeking FCC approval for over-the-air broadcasting. The station is run in accordance with FCC rules and campus regulations. Students participate as announcers, news personnel, music staff and management personnel. No experience is necessary, as training is available for all positions. Interested students should contact WHCM in the College Center, Student and Administration Center, A339c, or call extension 6488.



Danette Collins
Pom Pon and Cheerleading Advisor

Pom Pon Squad

The Harper Pom Pon Squad has been promoting school spirit and dazzling crowds since 1967, performing self-choreographed dance and pom pon routines during home football and basketball game halftimes. Other activities include fund raising projects and special performances. Tryouts are held in the spring and early fall. Those interested in trying out should contact the Student Activities office or the Pom Pon advisor, extension 6242.

Cheerleading Squad

The Harper College Cheerleading Squad performs at all home and some away football and basketball games. The squad's enthusiasm, dedication and hard work help to encourage the team and promote school spirit. Both men and women are encouraged to participate and should watch for tryouts held in the spring and early fall, or contact the advisor via extension 6242.

Student Life Committee

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

Student Activities Awards Programs

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

Who's Who Among Students in

American Junior Colleges is an annual directory of outstanding student leaders in two-year colleges across the country. Only second-year students are eligible, and the criteria for selection include academic standing, participation and leadership in curricular and co-curricular activities and community service. Faculty members may nominate students or students may apply directly to the selection committee. Applications are generally available in December or January and selections are made during the first two weeks of February.

Student service awards in the form of full or half-tuition rebates are available for outstanding contributors in the student activities area. Club and organization officers and members may be nominated by the advisor and/or other students, based on their performance, position, responsibility, leadership, length of service and involvement in eXcel, Harper's student leadership program. These awards are granted for one semester.

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

Athletics and Sports

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

Facilities

The Wellness and Sports Center houses a six-lane pool, a large gym with courts for basketball, volleyball and tennis, an indoor track, four wood-floor racquetball courts and state-of-the-art spinning lab. In addition, Harper College has a high-tech Nautilus fitness center and separate Olympic weight room. Outside there are fields for softball, baseball, football and soccer, a seven-lane, all-weather running track and 12 tennis courts.

Campus Recreation Program

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

Swimming Pool

Monday-Friday	12:00 noon-1:00 pm
Tuesday/Thursday	7:00 pm-9:00 pm*
Saturday**	10:00 am-4:00 pm*
Sunday**	10:00 am-4:00 pm*

Gymnasium

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

Weight Room

Monday, Wednesday and Friday	11:00 am-1:00 pm
Tuesday/Thursday	11:00 am-12:30 pm 4:00 pm-10:00 pm*
Saturday**	10:00 am-4:00 pm*
Sunday**	10:00 am-4:00 pm*

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

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

*Facilities are also open to the community at this time. Contact the Wellness and Human Performance office for details.

**Selected Saturdays and Sundays

This schedule may vary each semester. For more information, contact the Wellness and Human Performance office, Wellness and Sports Center, M219, extension 6466.

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

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

For students with cardiovascular limitations, there is a comprehensive exercise and nutrition-based program offered in conjunction with Alexian Brothers Hospital in Elk Grove Village.

Contact the Human Performance Lab in the Wellness and Sports Center, M232a, extension 6468, for information and seminar registration.

Intramurals

The structured intramural program includes men's and women's sports leagues, distance runs, contests, tournaments and clinics. Intramural activities are available in the Wellness and Sports Center, M214, and at the Information Center in the Student and Administration Center, or contact the coordinator of intramurals in the Wellness and Sports Center, M219, extension 6963.

Intercollegiate Athletics

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

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

Interested students should contact the coach of that sport to determine eligibility status. Additional information is available from the coordinator of athletics. Call extension 6466.

Sport	First Official Practice
Football	August 10
Golf	August 15
Men's Soccer	August 15
Women's Soccer	August 15
Women's Tennis	August 15
Women's Volleyball	August 15
Men's Basketball	October 16
Men's Wrestling	October 16
Women's Basketball	October 16
Baseball	March 1
Men's Tennis	March 1
Track and Field	March 1
Women's Softball	March 1

Policies and Procedures

Student Rights

Students have rights which are granted by the United States Constitution and which may be exercised in the College as in other public institutions. The law recognizes that these rights are subject to restraints which may be imposed because of the College's role and function. Since the scope and meaning of constitutional rights are evolving, it is impossible to set forth all rights in this handbook. Any rights set forth, therefore, are not to be read as an exclusion of rights not delineated.

It is the practice of the Board of Trustees of William Rainey Harper College to respect the properly exercised rights of its students. If a student believes that his/her proposed conduct or speech may infringe upon the College's role and function or he/she is unclear as to these rights, he/she is encouraged to secure the advice of the Associate Vice President of Student Affairs or designee prior to taking action. The prior advice is not, however, a condition to the student's exercise of rights.

Ombudsperson and Mediation Services

If you experience a conflict on campus with a program, a person, or a policy, the Ombudsperson is available to offer assistance. An Ombudsperson is a neutral, impartial person who can interpret policies and procedures and help to:

- resolve conflicts;
- provide conflict mediation between two or more people;
- refer you to appropriate resources on and off campus.

The Ombuds service is available to all Harper students and is free of charge. To schedule an appointment, call 847/925-6738 or stop in at the Office of Student Affairs in the Student and Administration Center, A347.

Student Conduct Code

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

1. Possession, use or distribution of an illegal or controlled substance or look-alike drug.

2. Unauthorized and/or illegal possession, use or distribution of any alcoholic beverage.

3. Theft of property or service.

4. Intentional or willful and wanton destruction of property.

5. Assault and/or battery.

6. Conduct which constitutes harassment or abuse that threatens the mental well-being, health or safety of any individual.

7. Possession of a weapon.

8. Trespassing on College property or other unauthorized use of College property or services.

9. Academic dishonesty, including cheating, plagiarizing or furnishing false information on such forms as transcripts or applications for admission.

10. Disruption of the educational process or related activity.

11. Failure to comply with the direction of an authorized College employee or representative who is performing his/her duties.

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

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

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

Complaints under the Student Conduct Code

A. Initiation of Complaints

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

B. Preliminary Investigation

1. The Office of Student Affairs shall be responsible for determining the validity of the complaint and conducting a preliminary investigation when appropriate. The person(s) filing the complaint will be notified regarding the final disposition of the complaint. The filing of a complaint assumes that the complainant desires an inquiry to

be initiated that may result in official disciplinary action.

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

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

C. Hearing with a Student Affairs Administrator

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

D. Hearing with the Student Conduct Committee

1. The Student Conduct Committee shall consist of four faculty members and three alternate faculty members plus three student members and two alternate student

members. It shall be the hearing body for student or student group disciplinary hearings. A quorum requires five voting members, two of whom must be students and three of whom must be faculty. Official action will require four votes.

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

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

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

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

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

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

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

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

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

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

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

13. If, during the preliminary investigation, it is determined that any witness

(continued)

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

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

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

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

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

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

F. Sanction Notification

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

2. The notice to the student or student group shall include:

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

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

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

1. Place a written reprimand in the student's or student group's file admonishing them about the conduct and warning that further conduct in violation of the Student Code of Conduct may result in additional disciplinary measures.
2. Suspend a student or student group from the College, a program, course or activity for a specific period of time.
3. Expel a student or student group from the College, a program, course or activity on a permanent basis.
4. Bar a student or student group from reenrollment in the College, a program, course or activity for a specific period of time in the event a student withdraws prior to being suspended or expelled.
5. Condition a student's or student group's continued enrollment or reenrollment in the College, a program, course or activity on:

- a. agreeing to restitution (i.e., reimbursement for damaged or misappropriated property);
- b. successfully completing a probationary period;
- c. undergoing a physical or psychological examination; or
- d. successfully completing a prescribed number of hours of community service work.

H. Appeal of the Associate Vice President's Decision

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

1. Results of Determination

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

Student Non-Academic Complaints

The Associate Vice President of Student Affairs or designee shall be responsible for responding to complaints from students on non-academic issues. These issues include, but are not limited to, refunds, admissions, transcripts, facilities use and withdrawal.

The student is expected to initiate his/her complaint with the person immediately responsible for the area in which the problem occurred before bringing the matter to the Associate Vice President of Student Affairs.

Student Academic Complaints

As members of the educational community, students have the right to express their opinions as to the fair treatment of their academic achievements, usually the grading process. Students shall express these concerns initially with the appropriate faculty/staff member in an informal manner. Any such complaint must be presented within fifteen (15) school days* of the occurrence giving rise to the complaint.

If the complaint is not resolved after the informal discussion, the student may appeal in writing to the department chair, coordinator or director of the faculty/staff member involved within ten (10) school days* after the informal discussion. In filing the written complaint, the student may request a meeting with the department chair, coordinator or director. The written complaint must specify the specific complaint(s) together with the desired resolution(s). These individuals must review the complaint and respond in writing to the student within ten (10) school days* after receiving the written statement. If the results of the review are unsatisfactory to the student, the student may then appeal in writing to the dean of the appropriate division within ten (10) school days* after receipt of the written response. The student may request a meeting with the dean. If the results of the review are unsatisfactory to the student, the student may then appeal in writing to the Vice President of Academic Affairs or designee within ten (10) school days* after receipt of the written response. The student may request a meeting with the Vice President. The Vice President shall issue a written response to the student within fourteen (14) school

days* after receipt of the appeal. The decision of the Vice President shall be final.

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

Student Dress

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

Smoking Policy

It is the policy of William Rainey Harper College to maintain a smoke/tobacco free environment consistent with its effort to promote wellness and a campus environment conducive to work, study and activities for students, employees and the public. The College recognizes the rights of those who choose to use tobacco and does not prohibit the use of tobacco products. It does, however, restrict the use of these materials to areas outside College buildings and vehicles. As defined in this policy, tobacco products include cigarette, cigar, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

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

Speakers Policy

Harper College respects the right of all members of the academic community to explore and to discuss questions which interest them, to express opinions even if unpopular, publicly and privately. It is the policy of the College to make its facilities available for peaceful assembly, to welcome guest speakers, and to encourage the exercise of these rights free from disruption or interference.

Recognized student organizations may invite guest lecturers, panel participants, discussion leaders, or others from off campus to speak, provided such programs are

(continued)

registered with the Student Activities office at least one week in advance. All expenses involved in retaining the speaker shall be specifically provided for by the sponsoring organization at the time of registration. No arrangements with guest speakers are to be made until the registration has been completed. Individual students may request guest speakers through recognized campus organizations under the above procedures.

Limitations on speakers are warranted only when the Associate Vice President of Student Affairs office deems their appearance or content of their speech represents a real threat toward maintaining campus order (e.g., it is obscene, defamatory, or intent on inflicting emotional distress, or it invites lawlessness or contains "fighting words"). In such cases, an ad hoc speakers committee composed of three faculty members appointed by the Associate Vice President of Academic Affairs, three students chosen by the Student Senate, subject to approval of the Associate Vice President of Student Affairs, shall determine whether or not the speaker will appear. The committee's decisions may be appealed by either the sponsoring organization or the Associate 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 Associate Vice President of Student Affairs office or the sponsoring organization with the approval of the Associate 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 Associate 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.

Distribution of Literature and Use of Tables or Display Space

The College encourages student organizations, individuals and agencies to interact and communicate directly with Harper students in the College Center, Building A, or in the Building J lobby. In the designated

areas, tables may be set up without charge for representatives of student organizations and representatives of non-profit, non-commercial, non-student organizations in accord with the following rules:

1. The space is available only upon advance request, which shall be obtained by filing a reservation form in the Student Activities office, Building A, Room 336.
2. Space shall be requested at least five days prior to the desired date. Requests for a subsequent semester will not be accepted earlier than six weeks prior to the beginning of that semester. Space shall be allocated on a first-come, first-served basis, except that individual students and student organizations shall be given priority over individual non-students and non-student organizations.
3. No displays or distribution shall be conducted when the lounge is reserved for an activity.
4. A maximum of three tables or displays may be placed in the designated area in Building A at the same time, and a maximum of two may be placed in the designated area of Building J at the same time. Tables will be provided by the College. Displays shall not exceed 4' x 8' in size. The tables and displays will be placed next to the windows along the south corridor of the College Center lounge or along the north wall by the events sign in Building J.
5. In order to allow as many groups as possible to be represented in the College Center and Building J, an exhibitor may reserve a space for a maximum of once a week. If preferred, space may be reserved for a maximum of one week per semester.
6. There shall be no more than one space per organization at the same time; however, if no other requests have been made by the reservation deadline, one additional display space may be reserved. No more than four, nor less than one person(s), shall staff any display.
7. Displays may not be distributive in nature. No sound amplification equipment may be used in the designated area.
8. Representatives of organizations or individuals may communicate anywhere in the designated area.
9. Representatives of organizations or individuals must clearly identify themselves to Harper students.
10. Alcoholic beverages, narcotics, profane language, quarreling, fighting or gambling are prohibited. Smoking is also prohibited.

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

a. by student organizations as part of a bona fide fund-raising activity for the organization; and

b. by a tax-exempt charitable organization.

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

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

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

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

16. Violation of the regulations shall result in the revocation of the organization's or individual's reservation by the Director of Student Activities for the remainder of the semester or three months, whichever is longer, by service of a cancellation notice in writing upon the person making the reservations. If there is a dispute as to the facts causing the violation, the party contesting the cancellation notice may, within five days of the cancellation, request the Associate Vice President of Student Affairs to hold a meeting with the aggrieved party and the College office cancelling the reservation to review the alleged violation.

Student Educational Rights and Privacy

The Family Educational Rights and Privacy Act of 1974 establishes the rights of students to inspect and review their education record; provides that personally identifiable information will not, with certain exceptions, be disclosed without the students' permission; provides for guidelines for the correction of inaccurate or misleading data through informal or formal hearings; grants the right to file complaints with the Family Educational Rights and Privacy Act (FERPA) office concerning alleged failures by the institution to comply with the Act; and makes provision for notice to the students concerning their rights.

No one shall have access to, nor will the institution disclose, any information from students' education records — other than Directory Information — without the written consent of students, except to officials of other institutions in which students seek to enroll; to persons or organizations providing students financial aid; to accrediting agencies carrying out the accreditation function; in compliance with a judicial order; in emergency situations when necessary to protect the health or safety of students or other persons; and to those members of the College community with a legitimate educational interest.

“Legitimate educational interest” means and includes a demonstrable need to know by any staff member in terms of his or her assigned duties. Parents of a dependent child (as defined by IRS code) are also eligible to inspect that dependent student's record.

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

1. Records kept by Harper personnel such as faculty, counselors and administrators, which are used only by the maker or his or her substitute and are not available to any other person.

2. Law enforcement records which are kept apart from the student's other educational records and are maintained solely for law enforcement purposes. These records are made available for inspection by Public Safety personnel only when acting in the line of duty and only to law enforcement officials of the same jurisdiction. Educational records maintained by the institution may not be disclosed to the personnel of the law enforcement unit.

3. Employment records for College employees, which are kept solely for business reasons.

4. Student records made or maintained by a physician, psychiatrist, psychologist or other recognized professional or para-professional acting in his or her professional or para-professional capacity, and which are made, maintained or used only in connection with the provision of treatment to the student and are not available to anyone other

(continued)

than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

Directory Information

The following items are hereby designated as "Directory Information," and as such may be disclosed or released by the College for any purpose, at its discretion:

The student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational institution attended.

Currently enrolled students have the right to withhold the release and disclosure of any or all of these items by giving written notice on the appropriate form to that effect to the dean of enrollment services by the first day of each course or program, as the case may be, for which they enroll. Request for non-disclosure will be effective for only one academic year; therefore, authorization to withhold Directory Information must be filed annually.

Procedures to Inspect and Review Records

The law provides students with the right to inspect and review information contained in their education record; to a response to reasonable requests for explanations and interpretations of the record; to challenge the contents of their education record; to have a hearing if the outcome of the challenge is unsatisfactory; and to submit explanatory statements for inclusion in their files if they feel the decision of the hearing officer is unacceptable. The Associate Vice President of Student Affairs has been assigned by the College to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic cooperative education, disclosure and placement records. Students wishing to review their education records must make written request to the official responsible for the records listing the item or items of interest.

Records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere). Education records do not include records of instructional, administrative and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

Students **may not** inspect and review the following: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; educational records containing information about more than one student, in which case the institution will permit access **ONLY** to that part of the record which pertains to the inquiring student; and confidential letters and recommendations placed in their files prior to January 1, 1975, providing those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Procedures to Amend Records and Request Hearings

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally at a meeting with the author of the record and the Associate Vice President of Student Affairs. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the Associate Vice President of Student Affairs of their right to a formal hearing. Students' requests for a formal hearing must be made in writing to the Associate Vice President of Student Affairs who, within a reasonable period of time after receiving such re-

quests, will inform students of the date, place and time of the hearing.

Students may present evidence relevant to the issues raised and may be assisted or presented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing officers who will adjudicate such challenges will be designated by the President of the College.

Decisions of the hearing officer will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing officer, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reason for disagreeing with the decisions of the hearing officer. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that their rights have been abridged may file complaints with the Family Educational Rights and Privacy Act office (FERPA), Department of Health, Education, and Welfare, Washington D.C. 20201, concerning alleged failures of the College to comply with the Act.

Copies of the Act, the HEW regulations, Harper policies and procedures, the Harper College Student Handbook/Datebook, and forms for use in implementing the Act, are available upon request in the Registrar's Office, A213.

Academic Regulations and Information

The College catalog delineates academic regulations for students. These include Harper College Standards for Academic Achievement, Repeat Policy, Forgiveness Policy, Grading and Grade Points, Incomplete Grades, Attendance Policy, Plagiarism and Cheating, Auditing a Course, Tuition and Refunds, Academic Honors, Withdrawals, Honors Program, Transcripts and Transfer of Credits. The catalog also

includes graduation requirements for degrees and certificates, and information on all programs and courses and their prerequisites. The current semester course schedule mailed to district residents and schedule printouts posted throughout the College provide specific information regarding class times and registration procedures.

Assessment and Placement Policy

Harper College welcomes all who can benefit from the courses and programs offered. An assessment policy has been initiated and all new full-time students and students entering their first English or math course are required to participate. The goals of assessment are:

1. To inform students about their competency levels in English, reading/writing and math.
2. To place students in the English and math courses in which they have the best opportunity for success.
3. To help underprepared students whose reading assessment scores are substantially below college level by requiring them to enroll in developmental reading courses.

A copy of the current assessment policy is available in the Assessment and Testing Center.

Sexual Harassment Policy

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

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

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

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

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

A. Reporting-If a student believes that s/he has been sexually harassed, the student should report the alleged act immediately to the Associate Vice President of Student Affairs.

B. Investigation

1. The Associate Vice President of Student Affairs or the President shall undertake an investigation of all such complaints or appoint an administrator or other qualified person to conduct the investigation. No complaint or identity of a complainant will be disclosed except when necessary to fully investigate the complainant and after notification to the complainant. After a written complaint has been filed, the person accused of sexual harassment shall be notified of the substance and content of the complaint expeditiously.

2. The investigator shall file a written report as to his/her findings with the Associate Vice President of Student Affairs or the President within twenty-eight (28) days after a written complaint has been made. In the event the report cannot be completed within twenty-eight (28) days, the report shall state the reasons for the delay. The complainant and the person accused shall be notified of the findings of the investigation.

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

C. Dissemination of Policy

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

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

Policy Regarding Sexual Offenses

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

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

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

Rules and Regulations

A. Introduction

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

B. Definitions

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

C. Reporting Procedures

1. If any person believes that he or she has been a victim of a sexual offense, such person should report the alleged sexual offense immediately to the Associate Vice President of Student Affairs, a faculty member, administrator or campus public safety. If an employee other than the Associate Vice President of Student Affairs receives a report of a sexual offense, the employee shall report the alleged sexual offense to the Associate Vice President of Student Affairs.

2. Such person who believes he or she is a victim of sexual offense has the option of also notifying any other law enforcement authorities, including on-campus public safety and local police. The Associate Vice President of Student Affairs shall offer to assist such person in notifying law enforcement authorities, and will assist such person if he or she so requests.

3. There are no express time limits for initiating reports under this Policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

4. The victim of a sexual offense shall make every effort to preserve evidence as may be necessary for the proof of the sexual offense.

D. Notification to Victims of Sexual Offense

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

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

2. To be assisted in reporting the sexual offense to such law enforcement authorities.

3. To seek the services of existing counseling, mental health, medical or student services for victims of sexual offense, both on-campus and in the community.

4. To receive assistance in changing academic situations if the victim is a student, and if such changes are reasonably available.

E. Investigation

1. The Associate Vice President of Student Affairs shall undertake an investigation of all reports of sexual offense or appoint a qualified person (including the campus police) to conduct the investigation.

2. The accused shall be notified in a timely manner that an investigation is being conducted.

3. The investigator shall file a written report of his/her findings with the Associate Vice President of Student Affairs and the President within twenty-eight (28) days after the report of a sexual offense has been made. In the event the investigative report cannot be completed within twenty-eight (28) days, the report shall state the reasons for the delay. Both the accuser and accused shall be notified of the finding of the investigation.

F. Disciplinary Procedures

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

G. Sanctions

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

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

H. Prevention and Education

The Student Development Sexual Assault Task Force is dedicated to the prevention of sexual offenses. The Task Force's goal is to educate and promote awareness of rape, acquaintance rape, and other sexual offenses. In furtherance of this goal, modules have been developed by counselors to address this issue and facilitate discussion in the classroom. The prevalence of the connection between the use of alcohol and other drugs and the occurrence of acquaintance rape is an important part of this discussion. Counselors are available to faculty campus-wide to present these modules which can be modified depending on the classroom subject area.

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

I. Services for Victims

On-Campus

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

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

Off-Campus

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

Policy Regarding Students with Chronic Communicable Diseases

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

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

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

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

Rules and Regulations
Implementing Board Policy
Sec. 6.12A: Students with Chronic Communicable Diseases

A. Temporary Exclusion

When there is a question concerning admittance, suspension or dismissal of a student because the student has a chronic communicable disease or is a carrier or is reasonably suspected of having a chronic communicable disease or of being a carrier, such student or other user of College facilities or services may be temporarily excluded from the College by the Associate Vice President of Student Affairs, pending a final determination. A student who has been temporarily excluded from the College shall be provided with an opportunity to make up any work missed during the absence.

B. Initial Evaluation

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

C. Admission Decision

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

D. Subsequent Evaluations

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

E. Withdrawal

If such student cannot attend the College, or participate in a particular program, activity or course of study, the student shall be permitted to withdraw

without prejudice and receive a tuition refund. Any other user of College facilities or services who cannot use such facilities or services shall receive a refund for fees paid.

F. Confidentiality

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

Drug and Alcohol Abuse Policy and Procedure

It is the policy of William Rainey Harper College, an institution of higher education, to provide a drug and alcohol free environment and work place as defined by the Drug Free Workplace Act of 1988 (Public Law 100-690) and the Drug Free Schools and Communities Act of 1989 (Public Law 101-226).

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

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

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

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

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

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

		Bldg./Room	Ext.
President's Office			
Robert Breuder	President	A308	6390
Academic Affairs			
R. Edmund Dolan	Vice President of Academic Affairs	D129	6370
Administrative Services			
Judith A. Thorson	Vice President of Administrative Services	A221	6380
Human Resources and Internal Affairs			
Bonnie Henry	Vice President of Human Resources and Internal Affairs	A317	6360
Information Systems			
David J. McShane	Vice President of Information Technology	A115	6336
Student Affairs			
Joan Kindle	Associate Vice President of Student Affairs	A347	6738
Admissions Office		C101	6506
Bruce Bohrer	Director	C101	6206
	Continuing Education Registration	C101	397-3377
	Admissions Outreach	C101	6247
Box Office		925-6100	
Kevin Geiger	Theatre Manager	J135	6547
Business Office		A214	6439
Campus Information and Facilities			
Karen Didier	Assistant	A236	6292
Health and Psychological Services			
Becky Santeler	Interim Director	A362	6849
Learning Resources Center		F	6550
Vacant	Associate Dean, Distance Learning and Media Services	F249a	6764
	Media	F164	6551
	AV Equipment	F112	6318
Liz McKay	Dean, Library Services	F332	6204
	Reference Desk	F230	6769
Office of Assistant to the Vice President of Academic Affairs for Continuing Education and Special Projects		C102	6300
	Assistant to the Vice President of Academic Affairs for Continuing Education and Special Projects	C102	6616
	Extension Services	C102	925-6001
	Project Assistant	C102	6363
	Information for Continuing Education	C102	6300
	Weekend Programs and Services	C102	6300
	Children's Institute of Learning and Living	L203	6593
	Older Adult Program	D192	6685
Office of Student Financial Assistance		A364	6248

*You may also dial offices directly, 847/925-(extension number).

Public Safety		B101	6330
99-00	Emergencies Only	B101	6211
	From Cellular Phones		925-6211
	TTY		397-8551
Registrar's Office		A213	6500
Steve Catlin	Dean of Enrollment Services	A213	6303
Adele Muncey	Administrative Assistant	A213	6922
Adrienne McDay	Coordinator of Registration	A213	6501
Suzanne Sons	Student Records Coordinator	A213	6600
Student Activities		A338	6242
Jeanne Pankanin	Director	A338	6242
Michael Nejman	Student Activities Coordinator	A338	6242
Student Development Centers			
Chris Staub	Dean	A347	6346
Sheryl Otto	Associate Dean	A347	6346
Janet Westney	Center for Multicultural Affairs, Academic Advising and Counseling	1117	6522
Frank Solano	Center for Multicultural Affairs, Academic Advising and Counseling	1117	6954
Barbara Olson	Academic Advising and Counseling Center	D142	6393
Tanya Bergman	Assessment Center	A148	6541
Mary Ann Jirak	Community Career Services	NSET	758-2370
Kristen Oblinger	Center for New Students & Orientation	C104	6208
Tom Thompson	Access and Disability Services	D119	6266
		TTY	397-7600
Caryn Levington	Personal Counseling	P124	6305
Chris Kranz	Employment Services	A347	6220
Kathy Hanahan	Women's Program	P124	6558
Academic Enrichment and Language Studies Division		F332	6204
Liz McKay	Dean	F332	6204
Festus Johnson	Administrative Assistant	F332	6204
Lynn Secrest	Faculty Development	F332	6715
Pat Mulcrone	Adult Educational Development	F338	6223
Terry Donahue	Success Services	F332	6210
	English as a Second Language	F340	6226
Jane Harris	International Student Advising	F340	6226
Sally Koziar	Sign Language Interpreting	F313	6415
Susan Farmer	Learning Achievement Program	F332d	6958
	Linguistics	F340	6226
Sally Koziar	Sign Language Studies	F318	6415
Nimi Tobaa	Tutoring Center	F315	6539
Pat Wenthold	Writing Center	F303	6715
Business and Social Science Division		J249	6311
Tom Johnson	Dean	J249	6311
John Perricone	Accounting	J248	6353
Maria Coons	Financial Services	J246	6563
Sue Bajt	Computer Information Systems	I230	6819
Dennis Brennen	Economics	J262	6359
Barbara Radebaugh	Education	J272	6438
Mark Healy	Geography	J260	6352
Michael Harkins	History/Political Science	1107	6431
Pat Beach/Gayle Simon	Hospitality Management	A141	6874
Maria Coons	Insurance	J246	6563
Carole Lissy	International Business	I214	6416
Sebrena Lewis	Journalism	A379	6562
Paul Guymon	Paralegal Studies	J256	6407

Michael Vijuk	Management	J266	6567
Maria Coons	Marketing	J246	6563
Gene Magad	Materials/Logistics Management	J264	6358
Peg Smith	Administrative Technology	I122	6351
John Clarke	Psychology	J161	6838
Helmut Publ	Sociology/Anthropology	J171	6433
Linda Soto	CE/Business and Professional Development	J249	6834
Liberal Arts Division		L203	6284
J. Harley Chapman	Dean	L203b	6202
Rusty Herzog	Art	C219	6365
Annie Davidovicz	English	L322	6782
Jack Dodds	English	L248	6440
Cheryl Turnauer	Fashion Design	H116	6421
Renate von Reudell	Foreign Language	L245	6786
Martha Simonsen	Humanities	L242	6326
Dianne Batzkall	Interior Design	H234	6790
Cathy Albergo	Music	P207	6569
Jerome Stone	Philosophy	L328	6780
Marcia Litrenta	Speech	L316	6944
Mary Jo Willis	Theatre	L115	6448
Life Science and Human Services Division		D191	6523
Vacant	Dean		
Mark Zelman	Biology	D270	6879
Marjorie Brickley	Early Childhood Education	D273	6238
Vacant	Child Learning Center		
Gail Karch	Child Learning Center Office	I123	6262
George Evans	Criminal Justice	D268	6239
Vacant	Dental Hygiene		
Jane Allendorph	Dietetic Technician and Dietary Manager	D197a	6537
Vera Davis	Medical Office Assistance/Medical Transcription/Insurance Coder	D197b	6444
Cheryl Wandambi	Nursing/CNA	D191c	6533
Randy Illg	Parks and Grounds Management/ Plant Science Technology	V103	6857
Elaine Tompary	Pharmacy Technician	D297a	6875
Joyce Grattoni	Flower Shop		6867
Georgeann Clark	Continuing Education	D192a	6685
Division of Wellness and Human Performance			
Jerry Gotham	Dean	M213	6846
Will Hoffman	Cardiac Technology Human Performance Lab	M216	6486
Technology, Mathematics and Physical Sciences Division		H119	6374
Patricia Traynor	Dean	H119	6374
Carl Dittburner	Architectural Technology	H214	6366
Jeanne Murphy	Building Codes and Enforcement	J149	6841
David Macaulay	Chemistry	D243	6450
Dominic Magno	Department of Mathematical Sciences	D224	6345
Dennis Sienko	Electronics Technology/Automation Skills	H209	6996
Bob Campbell	Engineering	H211	6798
Mike Lackman	Fire Science Technology	J149	6379
Solveig Bender	Mathematics Lab	D107	6395
Bob Campbell	Mechanical Engineering/ Manufacturing Technology/Quality	H211	6798
Janet Landato	Physical Sciences	D140	6726
John Shola	Refrigeration/Air Conditioning	H233	6823
Bob Fabbrini	CE/TMPS TECH Center	NEC207	6062



William Rainey Harper College

1200 West Algonquin Road
Palatine, Illinois 60067-7398