

Dual Credit at Harper College

Please review and familiarize yourself with the following guidelines.

- Attendance is reported **daily** to your high school.



- You are required to follow the Dual Credit calendar. Even if your high school has a day off, you may be required to attend your Harper Dual Credit course.

- If you drive to Harper, please do not park in Faculty/Staff parking. Faculty and staff parking spots are indicated by the red lines. Parking tickets are issued through public safety.



- The grade you receive in this course will become a permanent record on your Harper College transcript.
- To take advantage of the services Harper College offers, including box office discounts, computer access, tutoring, and library materials, you will need a Harper ID card. You can obtain a Harper ID at the box office in Building J- Room 135.



- All official correspondence from Harper College will be communicated electronically via the Harper College Student Information System (aka: SIS or Student Portal). The SIS will allow you to view your class schedule, final grades, and transcript request information, as well as box office events, and much more. All students are also assigned a G-mail email account. For information on how to access your email account you can go to <https://my.harpercollege.edu> and log into the MyHarper Student Portal and click on the email icon in the top right hand corner.

You may contact the Harper Student Service Desk at 847.925.6866 for help with logging in.



- Once your class is completed and final grades are applied, you can log onto the Harper SIS to obtain a copy of your grades and transcript. **Unofficial** transcripts are free, and can be downloaded from the SIS. If you need an **Official** transcript (one sent directly from Harper in a sealed and stamped envelope), there is a \$5.00 fee. This is accessed the same way through the SIS or via the Harper website.
- Harper College is a smoke free campus.



If you have questions, please contact the Harper College Dual Credit Office at 847-925-6364 or dualcredit@harpercollege.edu