

### Academic Advising & Counseling

#### For new students

Orientation and advising for new students.

#### Center for New Students and Orientation

Building C, Room C104  
847.925.6208  
M-R: 8 a.m.-7 p.m.  
F: 8 a.m.-4:30 p.m.  
Call for an appointment.

For current or previous students  
Academic advising and counseling.  
Degree progress checks. General academic, transfer and career program information. Support for students facing academic difficulty.

#### Academic Advising and Counseling Center

Building I, Room I117  
847.925.6393  
M-R: 8 a.m.-7 p.m.  
F: 8 a.m.-4:30 p.m.  
Call for an appointment.

#### Career Center

Building A, Room A347  
847.925.6220  
M-R: 8 a.m.-7 p.m.  
F: 8 a.m.-4:30 p.m.  
Call for an appointment.

#### Center for Multicultural Learning (CML) / Minority Student Transfer Center

Building D, Room D142  
847.925.6522  
M-R: 8 a.m.-7 p.m.  
F: 8 a.m.-4:30 p.m.  
Call for an appointment.

### Admissions

General information. Applications for admission. Campus Tours and Open Houses. Information on Limited Enrollment Programs.

#### Admissions Outreach

Building C, Room C103  
847.925.6700  
M-R: 8 a.m.-7 p.m.  
F: 8 a.m.-4:30 p.m.

#### Admissions Processing

Building A, Room A137c  
847.925.6203  
M-R: 8 a.m.-7 p.m.  
F: 8 a.m.-4:30 p.m.

### Books, Supplies & More

Textbooks, school supplies, reference materials, best sellers, computer software and consumer electronics. Buy books online at harperstore.com; in-store pickup service offered online. Textbook rentals and eBooks available. Book buyback service offered year round.

#### HarperStore

Building L, Room L260  
847.925.6275  
M-R: 7:45 a.m.-7 p.m.  
F: 7:45 a.m.-4:30 p.m.  
Sat: 9 a.m.-12 p.m.  
(When College is in session.)



Updated: May 14, 2012

### Business Office

Tuition and fee information. Pay in full for classes online and in person. Information and guidance on payment plans. (Payment plans are *only* available online through the student portal.) Drop off documentation for third party payments. Refund and Direct Deposit information. IRS Form 1098-T.

#### Business Office

Building A, Room A214  
847.925.6880 (phone)  
847.925.6052 (fax)  
M-R: 8 a.m.-7 p.m.  
F: 8 a.m.-4:30 p.m.  
[businessoffice@harpercollege.edu](mailto:businessoffice@harpercollege.edu)

### Career Counseling

#### For currently enrolled students

Career and academic counseling. Career interest testing and resources. Job search and internship assistance. Internet-based job listings. Transfer information.

#### For community residents

Fee-based individual career counseling. Free career library and job listings.

#### Career Center

Building A, Room A347  
847.925.6220 for enrolled students  
847.925.6293 for community residents  
M-R: 8 a.m.-7 p.m.  
F: 8 a.m.-4:30 p.m.

### Child Learning Center

Building I, Room I123  
847.925.6262

#### Preschool

For children of students, staff, faculty and the community-at-large.  
Ages 3 to 6 years  
M/W/F or T/R  
9 a.m.-12 p.m. or 1-4 p.m.

#### Extended Preschool

For children of students, staff, faculty and the community-at-large.  
Ages 3 to 6 years  
Full-day and half-day childcare  
Monday - Friday  
7:30 a.m.-5:30 p.m.

### Computer/Internet Access

Internet access available in I223, Y203 and D131a, as well as the Library.

#### Computer Labs

PC/Internet, Macintosh, AutoCAD

#### Hawk's Nest Cyber Cafe

Building A (Student Center Lounge)

#### William's Web Cyber Cafe

Building L (across from Bookstore)

#### I Mega Lab

Building I, Room I223  
847.925.6000 x2372  
M-R: 8 a.m.-10:30 p.m.  
F: 8 a.m.-4:30 p.m.  
Closed Sat; Sun: 9 a.m.-5 p.m.

#### Y Mega Lab

Building Y, Room Y203  
847.925.6966  
M-R: 6:45 a.m.-10:30 p.m.  
F: 6:45 a.m.-4:30 p.m.  
Sat: 9 a.m.-3 p.m.; Closed Sun.

### Disability Services (ADS)

Academic support services; accommodations; advocacy and awareness; and academic and counseling support for students with disabilities. Faculty, staff and visitors are also provided access and accommodations through ADS.

#### Access and Disability Services

Building D, Room D119  
847.925.6266 Voice  
866.327.1630 VideoPhone  
M-R: 8 a.m.-7 p.m. (Evening hours by appointment.)  
F: 8 a.m.-4:30 p.m.

### ESL Students

Help with class selection, permissions, registration, and academic advising.

#### ESL/International Student Office

Building F, Room F340  
847.925.6226  
M,T: 8 a.m.-7:30 p.m.  
W,R,F: 8 a.m.-4:30 p.m.

### Events & Activities

Student government, clubs and organizations, and student leadership and civic engagement. Social, multicultural and educational programs and events. Free legal and financial guidance for currently enrolled students. *The Harbinger* campus newspaper. Harper WHCM 88.3 FM radio station. Student Center Lounge while classes are in session.

#### Student Activities

Building A, Room A336  
847.925.6242  
M-R: 8 a.m.-7 p.m.  
F: 8 a.m.-4:30 p.m.

Ticket information for concerts, performances and other campus events.

#### J Theatre Box Office

Building J, Room J135  
847.925.6100  
M-R: 8 a.m.-7 p.m.  
F: 8 a.m.-4:30 p.m.

#### Daily Herald Box Office

Performing Arts Center, Lobby  
(Open one hour prior to performances held in the Performing Arts Center.)

#### Athletics

6 men's and 6 women's intercollegiate sports and intramurals.

#### Wellness and Human Performance

Wellness and Sports Center, M219  
847.925.6466  
M-R: 8 a.m.-7 p.m.  
F: 8 a.m.-4:30 p.m.

### Financial Aid

Scholarships, grants, loans, military educational benefits and employment opportunities on campus.

#### Student Financial Assistance

Building C, Room C102  
847.925.6248  
M-R: 8 a.m.-7 p.m.  
F: 8 a.m.-4:30 p.m.

## GED Support & Test Prep

### Adult Educational Development Building F, Room F338

847.925.6223  
M,T,W: 8 a.m.-8:30 p.m.  
R, F: 8 a.m.-4:30 p.m.

### Adult Educational Development Northeast Center

1375 S. Wolf Road, Prospect Heights  
847.925.6015  
M-R: 8 a.m.-8 p.m.  
F: 8 a.m.-4:30 p.m.

## ID Cards (HarperCard)

Student identification; admittance to library, College events and open recreation; copy card; Box Office discounts. State ID required for processing.

### J Theatre Box Office

Building J, Room J135  
847.925.6000, ext. CARD (2273)  
M-R: 8 a.m.-7 p.m.  
F: 8 a.m.-4:30 p.m.  
(When College is in session.)

## International Students

F-1 Visa (I-20).

### ESL/International Student Office

Building F, Room F340  
847.925.6226  
M,T: 8 a.m.-7:30 p.m.  
W,R,F: 8 a.m.-4:30 p.m.

## Library Services

Reference services, library instruction, inter-library loan, electronic resources, College archives, reserve materials, laptops, copy machines and online catalog. Group and quiet study areas.

Building F, Room F260  
847.925.6584  
M-R: 7:30 a.m.-10 p.m.  
F: 7:30 a.m.-4:30 p.m.  
Sat: 9 a.m.-3:30 p.m.  
Sun: 1-5 p.m.

## Math Lab

Building D, Room D105  
847.925.6395

Fall/Spring: M-R: 8 a.m.-3 p.m. and 5-8 p.m.; F: 8 a.m.-12 p.m.  
Summer: M,W: 4-9 p.m.; T,R: 8 a.m.-1 p.m.; F: 8 a.m.-12 p.m.

## Multicultural Learning / Minority Student Transfer Center

General advising, transfer sessions, on-site visits from 4-year institutions, free college visits, Study Abroad program information. Multicultural Drop-in Center and multicultural clubs.

### Center for Multicultural Learning (CML) / Minority Student Transfer Center

Building D, Room D142  
847.925.6522  
M-R: 8 a.m.-7 p.m.  
F: 8 a.m.-4:30 p.m.

## Pace Bus Transportation

### Pace Bus Company

847.364.7223  
For RideShare information, check the website:  
[www.pacerideshare.com](http://www.pacerideshare.com).

## Registration

Academic and transcript records. Chargeback/Joint Agreement/Out of District information. Register/add/drop classes. Transfer Evaluations. Name and Address changes. Graduation information.

### Registrar's Office

Building A, Room A213  
847.925.6500  
M-R: 8 a.m.-7 p.m.  
F: 8 a.m.-4:30 p.m.

### Registration Assistance

847.925.6000 x2245 or  
847.925.6500  
Building A, Room 137a  
M, R: 10 a.m.-4:30 p.m.  
T, W: 10 a.m.-7 p.m.  
F: 10 a.m.-12 noon

## Student Service Desk

Support services for students in relation to the MyHarper Student Portal, Blackboard, Student Gmail and general questions.

Building D, Room D132  
847.925.6866  
M-R: 7:30 a.m.-10 p.m.  
F: 7:30 a.m.-4:30 p.m.  
Sat: 7:30 a.m.-1 p.m.

## Student Conduct & Concerns

Student code of conduct, resource for student behavioral concerns, complaints by and about students.

### Student Conduct Officer

Wellness and Sports Center,  
Room M214  
847.925.6483  
M-F: 8:30 a.m.-4:30 p.m.

Campus early intervention team to report individuals exhibiting concerning behaviors. Not for emergency or crisis.

### Harper Early Alert Action Team (HEAT)

[heat@harpercollege.edu](mailto:heat@harpercollege.edu)

## Success Services for Students

Study skills, test performance analysis, test taking tips, time management, memory, test anxiety, note taking, reading strategies, concentration, math strategies, motivation, learning styles, study behavior inventory, and preparing for finals.

Building F, Room F332

847.925.6715  
M-R: 8 a.m.-8 p.m.  
F: 8 a.m.-4:30 p.m.  
Sat: 8 a.m.-12 p.m.

## Testing

Assessment testing in reading, writing and math. CLEP, AP, Proficiency, ACT, GED and CIS bypass testing information. Distance learning testing. NLN testing for 'Limited Enrollment' programs, CNA Certification Testing, Proctor Testing and NICET Testing. Group tests are scheduled in advance for NLN, CNA, NICET and placement tests for new students.

### Assessment and Testing Center

Building A, Room A148  
847.925.6541  
M-R: 8 a.m.-8 p.m.  
F: 8 a.m.-4:30 p.m.  
Sat: 9 a.m.-12 p.m.

### ESL Testing

Building F, Room F340  
847.925.6226

## Tutoring Center

Free tutoring for enrolled students in over 100 courses (must be enrolled in the course in which tutoring is needed). Non-Harper students can receive tutoring help for a nominal fee.

Building F, Room F315  
847.925.6539

M-R: 8 a.m.-8 p.m.  
F: 8 a.m.-4:30 p.m.  
Sat: 10 a.m.-2 p.m.  
Times for individual tutoring will vary.

## Wellness Resources

### Health and Psychological

Services Building A, Room A364  
847.925.6268  
M-R: 8 a.m.-7 p.m.  
F: 8 a.m.-4:30 p.m.

**Health Services:** Free medical care for minor injuries and illnesses for currently enrolled students (Harper ID required). Health and wellness information, referrals, physicals, health screenings, immunizations, STD testing. Women's health assessments for minimal fees.

### Psychological Services:

Evaluation, treatment and referrals to on or off campus resources. Students must be enrolled in 6+ ESL or degree credit hours (fall/spring semester) and in 3+ ESL or degree credit hours (summer semester). Crisis counseling for any student.

## Wellness & Sports Center

### Fitness Center Hours

M-R: 5:30 a.m.-8 p.m.  
F: 5:30 a.m.-6 p.m.  
Sat: 8 a.m.-2 p.m.  
Call 847.925.6466 for Fitness Center membership options.

### Campus Recreation Hours

**Weight Room:** M,W: 11 a.m.-12 p.m. and 4-9 p.m.  
T,R,F: 11 a.m.-1 p.m.  
**Pool:** M-F: 11 a.m.-1 p.m.  
M,W: 7-9 p.m.  
Sat: 12-2 p.m.  
**Gym:** M-F: 11 a.m.-1 p.m.  
M,W: 7-9 p.m.

### Wellness and Human Performance

Building M, Room M219  
847.925.6466  
M-R: 8 a.m.-7 p.m.  
F: 8 a.m.-4:30 p.m.

## Women's Program

Support services for single parents, displaced homemakers, non-traditional career seekers, individuals with limited English proficiency, and individuals who have experienced domestic violence, who meet income guidelines. Academic/career counseling, personal support. Limited grant-supported assistance with tuition, fees and books.

### Rita & John Canning Women's Program

Building A, Room A347  
847.925.6558  
M-R: 8 a.m.-7 p.m.  
F: 8 a.m.-4:30 p.m.  
(Evening hours by appointment.)

## The Writing Center

Writer's workshop environment. Help with drafting, revising, editing and documenting written academic work. Open computer lab.

Building F, Room F303  
847.925.6796

M-R: 8 a.m.-8 p.m.  
F: 8 a.m.-4:30 p.m.  
Sat: 10 a.m.-2 p.m. (By appointment only.)