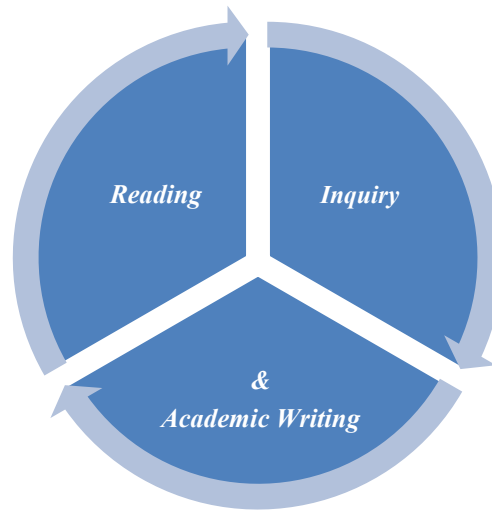


**College Mission:** Harper College enriches its diverse communities by providing quality, affordable, and accessible education. Harper College, in collaboration with its partners, inspires the transformation of individual lives, the workforce, and society.

## ENG 100-W02 Composition (Section: 61685) Spring Semester 2023 Course Syllabus



Welcome to English 100! This class meets asynchronous, which means that students need not be online and logged in for live instructions. But students will complete work by the assigned time and date that it is due. I am looking forward to a great semester and getting to know you as a student writer, reader, learner, and a member of this prestigious college. I am committed to helping you succeed in this course. For this reason, this syllabus contains lots of essential information that you need to know. The theme of this course is *Reading, Inquiry, and Academic (RIA) Writing*. Reading and writing assignments in this class will challenge us to think about ways we can critically read and write effectively, finding our voices in college essays and summary responses, and considering the audiences of various written texts to which we respond.

**Syllabus Disclaimer:** This syllabus is a *living document*. I reserve the right to make changes or adjustments to this syllabus and our Blackboard course at *any time*. In the event that happens, you will be notified via an announcement on Blackboard or email.

### General Course Information

**Credit Hours:** 4 Credit hours

**Class Dates:** Tuesday, January 17, 2022- May 19, 2023

**Meeting Times:** No required meeting times; class is asynchronous.

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**Meeting Location(s):** Our course in Harper College's [Blackboard website](#)

**Modality:** Fully online

**Online Expectations:** The ability to use blackboard for submissions of online discussions and assignment submissions

**Last Day to Drop for 100% Refund:** January 23, 2023

**Last Day to Withdraw:** April 24, 2023

### Instructor Information

**Name:** Isaac Ewuoso, Adjunct Professor English

**Prefer to be Addressed As:** Professor Isaac, Ewuoso, or Mr. E

**Email:** [iewuoso@harpercollege.edu](mailto:iewuoso@harpercollege.edu)

**Office Room:** Zoom (Video Conferencing)

**Virtual Office Hours:** Monday 08:00am – 09:00 am, or by appointment

**Preferred Method of Communication:** I prefer to be reached via email. If you would like to schedule an appointment (phone or online web session), please send an email to initiate the meeting. See communication policy for more details.

### Course Description

**Course Prerequisite:** ENG 097 with a grade of C or better, or other placement options.

[https://www.harpercollege.edu/registration/testing/pdf/ENG\\_Placement\\_Grid.pdf](https://www.harpercollege.edu/registration/testing/pdf/ENG_Placement_Grid.pdf)

**Course Description:** Develops skills in critical reading comprehension and in writing standard effective English through the study of college-level written texts, writing process, and response writing. Activities include the analytical reading of essays, the critical engagement of reading through writing, the drafting and writing of essays, and the developing of editing skills. This course does not meet the General Education requirements for the A.A. and A.S. degrees.

**Course Outcomes:** Upon successful completion of the course, students should be able to:

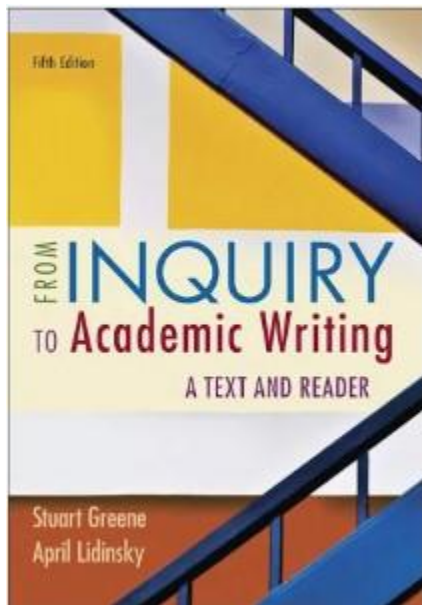
1. Practice reading comprehension skills and critical reading strategies.
2. Use writing to develop a critical perspective on readings.
3. Practice writing as a process to illustrate knowledge of academic writing conventions and to reflect on student's own writing practices.
4. Practice the conventions of Standard English in the context of student's writing to effectively communicate meaning.
5. Develop purposeful essays that respond to course readings and assignment prompts.
6. Write approximately 5,000 words or a minimum of 20 pages during the semester.

**Expected Technical Skills:** You will be required to perform basic computer processes, such as creating and saving documents, working on a Microsoft Word or Google Document, and accessing Blackboard via the internet. If you need technical assistance, start with the [Technical Support Information page](#) for online students.

## Instructional & Technological Information

### Required Materials

- Title: *From Inquiry to Academic Writing: A Text and Reader (5<sup>th</sup> Edition)*  
Authors: Greene, Stuart & Lidinsky, April  
ISBN: 978-1-319-24401-9



### Other Reading Materials:

- **Supplemental materials are on Blackboard** (<http://harper.blackboard.com>)

### Technology:

Technology does not always work perfectly. If you are having a technical problem, please e-mail me first. If I cannot guide you through the problem, I will advise you to contact Harper College Service Desk. Lastly, I suggest a backup plan for your coursework. For example, a flash drive would be a wonderful way to back up your course assignments. Students are responsible for ensuring that their work is completed and submitted promptly.

- All Harper College English Composition 100 classes use Harper's Blackboard Learning Management System. For technical support, please contact:
  - Blackboard Tutorials: <http://ondemand.blackboard.com/students.htm>
  - Tech Support (Blackboard, email, and student portal) 847-925-6866 or at [studentsd@harpercollege.edu](mailto:studentsd@harpercollege.edu)
  - Access to a computer with the Google Chrome browser, version 54+ or the Firefox browser, version 49+ is highly recommended.

## Course Assessments

### Assessment Overview

#### Tentative Grading Criteria:

Grading Categories	Points/Percentage*
1. Reading, Inquiry, & Academic Writing (Group Project)	190
2. Grammar Express Series Quizzes	80
3. Literacy Survey Assignment	80
4. Reading Process Paper	65
5. Writing Process Paper	65
6. Summary Response Paper	130
7. Course Orientation Activities	30
8. Virtual Writing Conference	20
9. Discussion Board Forum & Other Activities	120
10. Reflection Essay Assignment	50
11. Final Project Assignment	170
<b>Total Points</b>	<b>1000</b>

\*There is no curve. Possible extra credit may be offered during the semester (watch out for announcements and opportunities on Blackboard). Changes in points may occur due to revision/addition/deletion of projects.

#### Grading Scale:

Final Grade	Points	Percentage
A	900-1,000	90% - 100%
B	800-899	80% - 89%
C	700-799	70% - 79%
D	600-699	60% - 69%
F	599 or below	59% or below

### Letter Grade & Percentage Explained

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**A** (90%-100%) is for superior work, original and thorough in content, clear and logical in structure, and aware and precise in writing. A level work needs little to no improvement in these three major composition areas.

**B** (80%-89.9%) is for solid work in content, structure, and writing. B level work may need minor improvement in one or more of these three major composition areas.

**C** (70%-79.9%) is for satisfactory work in content, structure, and writing. C level work may need major improvement in one or more of these three major composition areas.

**D** (60%-69.9%) is for less than satisfactory work in content, structure, and writing. D level work needs major improvement in two or more of these three major composition areas.

**F** (0%-59.9%) is for unsatisfactory work in content, structure, and writing. F level work needs major improvement in all three of these major composition areas.

### Assignment Submission

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Unless otherwise stated, **all assignments** for this class are to be turned in electronically on Blackboard in a Microsoft Word document, not a Google Doc, PDF, or Apple page. Failure to adhere to the assignment submission rules for this class can result in a student being given a zero or points deducted on such assignment. Microsoft Office is now free for Harper College students to download and install on their electronic devices (see “Student Service Desk” and “How to Download Office 365 Education Software for Free”).

### How to Download Office 365 Education Software for Free

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Microsoft Office 365 Education software is available for free to students and educators with *.edu* email accounts. To download Office 365 Education software on your individual computer desktops or laptops, follow these steps:

- a. Go to <https://www.microsoft.com/en-us/education/products/office> and
- b. Locate “GET STARTED” it is a small blue box right next to an empty space bar
- c. Under “Enter your student email address,” fill in your Harper College email address
- d. Hit enter and wait for more instructions to follow and complete on the page

### How to Submit an Assignment on Blackboard

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To submit an assignment or post to the class discussion forum, follow these steps:

- a. Go to [harper.blackboard.com](http://harper.blackboard.com) and log in with your username and password
- b. Click on the link for our course (ENG 100)
- c. Click on “Assignments” on the menu on the left and then select the relevant assignment
- d. Attach the file with your assignment and hit submit

### Paper Format Requirement

Unless otherwise instructed, all papers must be word-processed in 12 pt. serif font (e.g., Times) double-spaced. Use 1 1/4 –inch margins. For citations, use MLA style 2016.

### Getting Written Feedback on Essays

To improve your writing, it is important to read and incorporate written feedback from teachers. Teachers put much time into this feedback. However, teachers have limited time, and cannot respond to everything. **I do not provide detailed written feedback on early drafts**, but you should take these to office hours for feedback (see below). I will provide written feedback on the *final* drafts of essays, except in the following circumstances:

- The final draft was submitted late (without being excused).
- No early draft of the essay was submitted on time.
- No substantive revisions were made between the early draft and final draft.

### Late Work Policy

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Late work is **not accepted**. There is a reasonable exception to this policy. If something comes up that prevents you from turning in an assignment on time, you must contact me before the class meeting (in

which that assignment is due). Contact me by email before the assignment is due (not after) to let me know of your circumstances. Papers are submitted through Blackboard at the date and time listed on the assignment (unless otherwise specified). I generally read all submissions at one time and comment on them. You are responsible for getting your papers in on time. **I do not hound students who do not do their work or fail to submit it. Lack of planning on your part does not constitute an emergency on mine.**

## Absence

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Though this course is virtual, you are still required to complete assignments and tasks by their stated deadlines. There is a reasonable exception to this policy. Should you have a medical situation or any family emergency, you might be excused with the professors' permission. Students whose participation on the discussion forum or completion of assignments are inconsistent and dipping, are "virtually absent" and risk failing the class. **You do not get a free pass to skip assignments or readings due in the week you are virtually absent or incommunicado.** You are still required to do the assigned work for the day and take an **active role in your learning.** **If you have been placed with a group of peers for a project, you must reach out to them as well as this is only fair.**

**Course Surveys (Student Opinionnaires of Instruction):** Near the end of this course, you will be invited to participate in a survey. The feedback you provide is valuable to me, as your instructor, as well as Harper College. The comments you share are completely anonymous and the compiled confidential results will not be released until after final grades have been posted for the entire semester. You may access the survey through a link you will receive in your Harper College Gmail account or directly via Blackboard. Surveys are *usually* available three weeks before the last day of class. To check a survey's availability in Blackboard, select the SOI- COURSE SURVEY link in the course menu. Surveys are only visible when they are available. *Note: Course surveys are administered in Fall and Spring semesters only.*

## Course Culture & Our Course

Over the course of the semester, you will do the following:

- ❖ Watch/**read and respond** to a variety of written or visual texts
- ❖ Create, **revise, and edit** a series of writings
- ❖ Reflect on **your own processes** as a critical reader, writer, thinker, and learner.

As a student in the course, **your responsibilities** include the following:

- ❖ **Prepare for and participate in class discussions**
- ❖ **Do the required work**
- ❖ **Take an active role in your learning**
- ❖ **Observe course protocols**

My responsibilities as your instructor include the following:

- ❖ Learn about your **needs and goals as a student writer**
- ❖ Shape the course to **fit those needs and those of your classmates**
- ❖ Help you further **develop your knowledge of academic culture**

## Netiquette for Discussion Forum Posts

“Netiquette”<sup>1</sup> refers to rules of etiquette that apply to online communication. Follow these 15 rules of netiquette to make sure you sound respectful, polite, and knowledgeable when you post to your class’s online discussion boards.

1. **Before posting your question to** a discussion board, check if anyone has asked it already and received a reply. Just as you would not repeat a topic of discussion right after it happened in real life, don’t do that in discussion boards either.
2. **Stay on topic:** Do not post irrelevant links, comments, thoughts, or pictures.
3. **Do not type in ALL CAPS!** If you do, it will look like you are screaming.
4. **Do not write anything** that sounds angry or sarcastic, even as a joke, because without hearing your tone of voice, your peers might not realize you’re joking.
5. **Always remember** to say “Please” and “Thank you” when soliciting help from your classmates.
6. **Respect the opinions of your classmates.** If you feel the need to disagree, do so respectfully and acknowledge the valid points in your classmate’s argument. Acknowledge that others are entitled to have their own perspective on the issue.
7. **If you reply to a question from a classmate,** make sure your answer is accurate! If you are not 100% sure when the paper is due, DO NOT GUESS! Otherwise, you could really mess things up for your classmates and they will not appreciate it.
8. If you ask a question and many people respond, summarize all answers, and post that summary to benefit your whole class.
9. **Be brief.** If you write a long dissertation in response to a simple question, it’s unlikely that anyone will spend the time to read through it all.
10. **Do not badmouth others or call them stupid.** You may disagree with their ideas, but do not mock the person.
11. **If you refer to something your classmate said earlier in the discussion,** quote just a few key lines from their post so that others will not have to go back and figure out which post you’re referring to.
12. **Check the most recent comments before you reply** to an older comment, since the issue might have already been resolved or opinions may have changed.
13. **Be forgiving.** If your classmate makes a mistake, do not badger him or her for it. Just let it go – it happens to the best of us.
14. **Run a spelling and grammar check** before posting anything to the discussion board. It only takes a minute, and can make the difference between sounding like a fool and sounding knowledgeable.

**RULE OF THUMB:** If you would not do or say something in real life, don’t do it online either

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**Blackboard Attendance and Blackboard Participation Policy:** If you know that your participation is going to be impacted due to an emergency, illness, family responsibility, accident, please e-mail me to let me know. This course is designed so that both weekly Blackboard attendance and weekly Blackboard participation are necessary. For each week of class when the student attends and participates, the student will earn points of course credit toward the semester total of 1,000 points. Ways to attend and

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<sup>1</sup> Source: Touro’s College Online Education Department



to participate include but are not limited to the following: submitting coursework, posting and/or replying to Blackboard discussions, emailing the instructor, and responding to email from the instructor. If the student does not attend and does not participate in at least one of the above ways during a given week of class, they risk failing the class. Following each subsequent week of non-Blackboard attendance and non-Blackboard participation, the student will receive zeros on assignments or activities due during the said week.

**Grievance Policy:** In the unlikely event any significant problem should arise either with a fellow student or with the instructor, the student is encouraged first and foremost to contact the instructor by email as soon as conveniently possible. Ideally, doing so will enable the student and the instructor to address and then attempt to solve the problem as amicably and expeditiously as possible. I cannot read your mind if you have a grievance against me, a classmate, or some group of classmates, especially when you choose to say nothing about it. For a conflict to be resolved and a common ground attained, parties must have a clear understanding of each side's position, even if they do not agree with it. It is important that parties be able to state their claims clearly regarding the issue of concern based on the facts of the matter, not on gossips, rumors, or mere impressions. They should also affirm what they hope can lead to a resolution of the matter. If a party cannot have his or her grievances resolved by the instructor or have exhausted their time doing so, students may, depending on the nature of the situation, initiate an academic complaint process (see below), schedule a meeting with their advisors, dean of students etc.

**Communications Policy:** Communication is two-way, not one way. I am flexible in communicating with students to the extent that students are also flexible. As a rule, I communicate using my Harper email account to initiate or schedule meetings or conferences with students. I am keenly aware that students have a variety of communication preferences (especially in the digital and social media age) and there is not a one-size fit all communication solution to this. In the professional environment, communication is not limited to emails only. Communication via email may not always be appropriate depending on the context. Emails can be one sided. For this reason, I may choose to communicate by making a phone call to students (if this is necessary) or requesting an in-person or a virtual meeting with them. In general, I will use email to communicate important class announcements or briefly clarify assignment instructions. Students experiencing difficulties in the class, such as in comprehending or completing an assignment, or who know that their participation will dip due to some underlying issue, are strongly advised to request a virtual, phone call, or in-person meeting with me as soon as conveniently possible to discuss their plan for the class. You have the right to have your communication preference, so does the instructor. But you do not have the right to ignore your responsibilities as an active student in the class. If I contact you through the combination of an email, a phone call, or a virtual meeting request regarding your class work and you do not respond within a reasonable time period, you can be sure that I will make a decision with or without your response.

Because it is my responsibility to learn about **your needs and goals** in this class, I believe in having a transparent communication channel with my students, whether via email or in person interaction during or after class. Here is my communications policy:

- ♥ Please **refer to me by my title** (professor Ewuoso) or **name** (first name or last name is fine and I do not have a preference), but do not refer to me simply as "hello," "hey," "buddy" or "bro." **Do not be afraid to say my name.** I am not a ghost. If I am not afraid to say your name, why should you be afraid to say mine?

- ♥ Please set up your **Harper College e-mail address and log on to Blackboard** to be able to view announcements or important updates to the syllabus, course calendar, or assignment. It is possible that your question has been answered in an announcement or instruction that you missed or did not read.
- ♥ Please **keep your questions specific and professional**. If you feel that you cannot keep your questions specific in an email, consider seeing me during my office hours
- ♥ Please **ask questions before class, during class, after class**, and even in the middle of the night
- ♥ Please **keep me informed of any difficulties you are having** in the course. Remember that **I cannot read minds and need** you to communicate with me as we progress through the course together.
- ♥ Please give me at least **48 hours** to respond to your email, especially if it is on a weekend. **Don't make assumptions that I'm ignoring your email** if I do not respond with lightning speed on any day you contact me.

**Behavioral Expectations:** You can expect to have your academic performance evaluated fairly based on the standards communicated in this syllabus and any relevant program guidelines. You may utilize the [Academic Complaint process](#) if you have concerns with a decision made about your academic progress in the course. In exchange for this opportunity, you are expected to uphold the following behavioral expectations:

- Behave in accordance with the [Student Code of Conduct](#) and other applicable College policies
- Refrain from disrupting the ability of fellow students to learn or the instructor's ability to teach. Examples of disruption include:
  - Yelling, cursing, or engaging in other aggressive behavior
- When interacting online, communicate in a respectful fashion. This includes, but is not limited to:
  - Refraining from name calling, using profanity, posting inappropriate material, and typing in all capital letters
  - Sending multiple emails with one sentence
  - Avoiding rants or discussing non-relevant topics

Open discussion and disagreement are encouraged when done respectfully and in the spirit of academic discourse. There are a variety of behaviors that, while not against a specific College rule, may create disruption in this course. Students whose behavior is disruptive or who fail to comply with the instructor may be dismissed from the class for the remainder of the class period and may be required to meet with the instructor or Dean prior to returning to the next class period. If necessary, referrals may also be made to the Student Conduct process for violations of the Student Code of Conduct.

## **At Our College**

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**If You are Sick with COVID-19:** If you are experiencing COVID-19 symptoms or are awaiting COVID-19 test results, do NOT come to campus. Please work with your instructors to navigate any class absences. For more information on our COVID-19 campus procedures and answers to common questions, please [visit our website \(harpercollege.edu/advisory\)](http://harpercollege.edu/advisory).

**Academic Dishonesty:** The College reserves the right to set and communicate reasonable standards of behavior. Students are expected to uphold college standards related to academic honesty. The following behaviors, as outlined in the [Student Code of Conduct](#), are considered academic dishonesty and are prohibited. Examples are provided to illustrate the specific prohibition and are not intended to be all-inclusive.

- Cheating (accessing or using unauthorized materials or information)
- Plagiarism (reproducing someone else's words or ideas without accurate acknowledgment)
- Falsifying information (providing untrue information)
- Unauthorized collaboration (getting assistance or sharing work without permission)
- Facilitating academic dishonesty (participating in an act that creates an unearned advantage for someone)

**Student Code of Conduct:** Harper College encourages the intellectual and personal growth of its students as scholars and as citizens. The College has both the authority and responsibility to maintain a campus community where the educational programs can flourish for all students and where individual rights, personal and collective safety, and College operations are appropriately protected. It is a choice to attend Harper College and by doing so, students assume the obligations (including standards for behavior) imposed by the College.

Harper College students and student organizations are expected to act in accordance with the policies, rules, regulations, laws, and requirements of Harper College, municipalities and counties, the State of Illinois, and the United States. The [Student Code of Conduct](#) and related information at the [Harper Student Conduct resource page](#) outlines these expectations and provides resources and reporting options for students.

**Equal Educational Opportunity Statement:** In providing educational programs and opportunities, the College will not discriminate against any individual on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, gender-related identity, disability, unfavorable discharge from military service, or any other legally protected category. It is the intent of the Board of Trustees to comply with all applicable local, state, and federal statutes, regulations and ordinances prohibiting such discrimination.

If you believe you have experienced discrimination or harassment (whether on or off campus) that affects your ability to participate in class or any of Harper College's programs, please seek assistance from any of the following resources:

- For gender-based or sexual misconduct (including sexual assault and sexual harassment) by any person, visit the [Harper College Title IX resource page](#) to learn more about your support and reporting options.
- For any other harassment/discrimination by an employee, contact the College's Chief Human Resources Officer at 847-925-6216.

Please be advised that faculty members are required to report to the College if they learn that a crime, harassment, or discrimination may have occurred.

**Student E-mail Notifications & Privacy:** All notifications related to student registration or other business activities are sent to students via their Harper College email account (XXXX@mail.harpercollege.edu) that is assigned to students upon registration. Students access this account via an icon in the student portal (where you registered for classes). Please check this e-mail frequently. To forward e-mails from this account to a personal email account please [follow these instructions](#).

Please be advised that your education records are subject to a federal privacy law called the Family Education Rights and Privacy Act (FERPA). As a result, please be aware that you (not your parent(s), spouse, or other such person) will generally need to be the one to ask questions, file complaints, or otherwise interact with the College and faculty about your academic performance in this class.

**Blackboard Privacy and Accessibility Statements:** Blackboard is the learning management system used at Harper College. It provides a secure Web space for delivery of instructional course materials. Blackboard's [privacy statement](#) and [accessibility statement](#) are available for review.

**Alternative Formats for Course Content in Blackboard:** Harper College courses use the [Blackboard Ally](#) tool, which offers students [alternative format options](#) for course content. When available, indicated by an "A" icon to the right of an item in Blackboard, you can click on the icon to download course content in formats that work best for you. Need help? Check out the [Ally Help for Students](#) or contact the [Service Desk](#) with questions about downloading alternative file formats.

**Copyright Statement:** The materials on this course website are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated. For more information, please visit the [Harper College Copyright/Fair Use resource page](#).

## Student Support Resources

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Please note: As on-campus activity changes in response to the COVID-19 pandemic, Student Support resources may adjust accordingly. Information about all student support resources can be found on the [Student Support Resources page](#) and [Coming to Campus](#).

### Student Success

**Academic Advising:** Students are encouraged to meet regularly with their assigned academic advisor and can schedule through the MyHarper Student Portal or by calling 847.925.6220 to learn more about options for virtual and in-person appointments. Students who do not have an assigned academic advisor can contact Advising Services to schedule an appointment.

- Phone: 847.925.6220
- To learn more visit: [Advising Services](#)

**Access and Disability Services:** Harper College strives to make all learning experiences as accessible and inclusive as possible. If you anticipate or experience academic barriers based on your disability

(including mental health, chronic or temporary medical conditions), please let Access and Disability Services (ADS) know immediately at 847.925.6266. ADS will privately discuss the options you have, including possible accommodations. You are encouraged to register with ADS by filling out the online application that can be found on the ADS website. Once approved by ADS, please make arrangements with your instructor as soon as possible to discuss your accommodations, so that they may be implemented in a timely fashion. In-person and virtual appointments are available.

- Phone: 847.925.6266
- Email: [ads@harpercollege.edu](mailto:ads@harpercollege.edu)
- To learn more visit: [Access and Disability Services](#)

**Military and Veteran Students:** If you are a member of the military community and need accommodation for Drill schedules, calls to active duty, and other unforeseen military and veteran related developments, contact your **Academic Advisor**. If you have complications or questions with GI Bill disbursement, contact Marcin Grygorowicz, 847.925.6000 ext. 2115, [mgrygoro@harpercollege.edu](mailto:mgrygoro@harpercollege.edu). For opportunities to connect and participate in activities and workshops with other Veteran and Military Connected Students (service member, spouse, parent, sibling), contact us below.

- Visit us: Center for Student Veterans and Military Connected Students, Bldg. A, Rm 137A
- To learn more: [harpercollege.edu/veterans](http://harpercollege.edu/veterans)
- Phone: 847.925.6555
- Email: [jmolina@harpercollege.edu](mailto:jmolina@harpercollege.edu)
- Follow us on Instagram: [@Harpercollegesva](https://www.instagram.com/Harpercollegesva)

**OneStop:** The OneStop is available by phone, email, or chat to help with registering for classes, updating records, financial aid, and payment plans. They can help answer your questions or point you in the right direction.

- Phone: 847.925.6710
- Email: [onestop@harpercollege.edu](mailto:onestop@harpercollege.edu)
- To learn more visit: [One Stop](#)

**Library:** The Library offers various services to support students including access to resources, study spaces, computers, course reserves, research help, and technology loans. Students can request library materials for pickup through their [Library account](#). Research assistance is available through in-person, [live chat](#), [email](#), and [online research appointments](#). Visit the Library website (see link below) to learn more and view our current hours.

- Phone: 847.925. 6584
- Email: [library@harpercollege.edu](mailto:library@harpercollege.edu)
- To learn more visit: [Harper College Library](#)

**Technology Loan Request:** The Harper College Library has Chromebooks, wi-fi hotspots and graphing calculators available for semester-long loans. Equipment is available through the Library

while supplies last. Students must be registered for the current semester to borrow equipment. Please submit a [Library Technology Loan Request](#) to begin this process or visit the Library during [open building hours](#).

Students that request materials through the online form will be contacted by a Harper College Library representative as soon as possible. Students will receive an email to agree to the loan terms and will then receive an email when their items are ready for pick up.

- Phone: 847.925.6584
- Email: [semesterloantech@harpercollege.edu](mailto:semesterloantech@harpercollege.edu)

**Academic Support Center:** The Academic Support Center includes Online and On Campus Tutoring (free for all Harper students), the Anatomy Room, the Developmental Math Center, Supplemental Instruction, Success Services, Tutoring Center, and Writing Center. For appointments: 1) Log in to your MyHarper Student Portal; 2) Click on Academic Success; 3) Click on Schedule an Appointment. For drop-in tutoring: 1) Visit [harpercollege.edu/academicsupport](http://harpercollege.edu/academicsupport); 2) Click on Live Chat; 3) Click on link to join tutoring session.

- Phone: 847.925.6539
- Email: [academicsupportcenter@harpercollege.edu](mailto:academicsupportcenter@harpercollege.edu)
- Live Chat: [harpercollege.edu/academicsupport](http://harpercollege.edu/academicsupport)
- To learn more and view our current schedules visit: [Academic Support Center](#)

**Student Service Desk (Technical Help):** The Student Service Desk assists all students by providing information and support for Harper Student E-mail Accounts, MyHarper Student Portal, and Blackboard access.

- Phone: 847.925.6866
- Email: [studentsd@harpercollege.edu](mailto:studentsd@harpercollege.edu)

**Computer Labs:** Campus labs are staffed to assist students with logging on and off, accessing specific applications and printing their work. Labs are open to all currently enrolled Harper students.

- To learn more visit: [Harper College Computer Labs](#)

**Job Placement Resource Center (JPRC):** Assists students to become successful in their search for employment opportunities. Help is available with resumes, interviewing, job search, co-ops and internships, and on-campus employment as Student Aides. Students can take advantage of JPRC services by scheduling an appointment.

- Phone: 847.925.6400
- To learn more visit: [Harper College JPRC](#)

## Student Safety and Wellness

Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, mental health, alcohol or other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help is a courageous thing to do for yourself and those who care about you. Please reach out for support. We offer the following resources:

**Hawks Care:** It can be hard to focus on school when you are worried about meeting your basic human needs. Hawks Care Resource Center is here to help you connect to campus and community resources to meet those basic needs so you can focus on your academic goals. Maybe you are looking for food pantries, subsidized housing programs, or need help finding other community resources for medical and mental health care. We can help! A private conversation with someone who cares can connect you with community and campus resources. Hawks Care also has limited financial support and an on-campus pantry for students.

- To learn more visit: [Hawks Care](#)
- Phone: 847.925.6633

**Counseling Services:** Counseling Services promote the academic success and personal well-being of students by providing short-term personal and wellness support along with career and educational counseling. Services are available to currently enrolled students and are free of charge. Harper students also have free access to WellTrack, a mobile app with self-help tools and resources anytime, anywhere.

- Additional information about [WellTrack](#)
- To learn more visit: [Counseling Services](#)
- Phone: 847.925.6393

**Harper Wellness:** Harper College is committed to providing a campus culture and environment that strives to promote and enhance the overall wellness of its students, staff, faculty, and surrounding community. Harper Wellness provides various programs, events, and resources so everyone is supported and best prepared to LEARN WELL. WORK WELL. and LIVE WELL. (Please note that individual services are provided through Counseling Services)

- Phone: 847.925.6963
- To learn more visit: [Harper Wellness](#)

**Community Resources:** A variety of community-based resources are available to help students in need: [Community Resources for Students](#)

**Harper Early Alert Team (HEAT):** HEAT is a multidisciplinary campus threat assessment and behavioral intervention team that guides the campus community in effectively assessing and addressing threatening and/or concerning behaviors. HEAT strives to assist the campus in intervening with someone before their behaviors reach a critical level.

- To learn more or to report a threat: [Harper College HEAT](#)

**Harper College Police:** Contact the Harper College Police for emergency assistance or to report a crime.

- Phone: 847.925.6330

**Save the Dates (Mark Your Calendars!)**

<b>Events</b>	<b>Dates</b>
1. 16-week classes begin this week	January 17, 2023
2. Last day to drop for 100% refund for second 16-week classes	January 23, 2023
3. Lincoln's Birthday (School Closed)	February 20, 2023
4. Spring Break	March 27- April 2, 2023
5. Last day to withdraw from 16-week classes	April 24, 2023
6. 16-week classes end	May 19, 2023