

UNE

UNIVERSIDAD
DEL ESTE

SISTEMA UNIVERSITARIO
ANA G. MÉNDEZ

SISTEMA UNIVERSITARIO ANA G. MÉNDEZ

UNIVERSIDAD DEL ESTE

SCHOOL OF TECHNICAL STUDIES

Carolina, Santa Isabel, Yauco, Cabo Rojo,
Barceloneta and Arecibo

Certificate Programs Catalog
Postsecondary Level

2016-2017

*Universidad del Este's School of Technical Studies Catalog 2016-2017
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Our Profile

Universidad del Este (UNE) is a private non-profit institution of higher education and a component of the Sistema Universitario Ana G. Méndez. Its main campus is located in Carolina and five Off-Campus sites in Puerto Rico are located in the towns of Yauco, Arecibo, Cabo Rojo, Barceloneta, and Santa Isabel. UNE has three branch campuses in the state of Florida; Metro Orlando campus located in Orlando; South Florida campus located in Miramar; and the Tampa Bay campus located in Tampa. In January 2012, the Capital Area branch campus located in the state of Maryland initiated its academic offerings. The Carolina campus is located in the Eastern part of the island. Its 21 acres suburban campus and its modern and spacious buildings provide an ideal atmosphere for the learning experience.

A professionally oriented institution, Universidad del Este offers over thirty-five baccalaureate programs and twenty associate degrees, including programs in business, education, social work, hospitality management, culinary arts, science and technology and the health sciences. Founded in 1949, as Puerto Rico Junior College, it continued to mature into a four-year institution in 1992 as Colegio Universitario del Este and finally evolving into a university in 2001 as Universidad del Este.

UNE's student population consists mostly of commuting young adults from the surrounding communities. The overall population at UNE is 13,800 and comprised of undergraduate and graduate students. Master's degree programs were initiated in October 2001 at UNE's Carolina campus and in 2005 at the Off-Campus sites.

The academic faculty consists of one-hundred and ninety-four (194) full time professors and over eight hundred and thirty-five part-time professors. Fifty-one per cent of the full time faculty has doctorates while the rest of the faculty possesses master's degrees in their fields of expertise.

History of Universidad del Este

During the 1940's, three distinguished educators, Dr. Ana G. Méndez, Dr. Florencio Pagán Cruz, and Mr. Alfredo Muñiz Souffront, recognized the need for new developments in the field of education that would keep pace with the social and economic advances that were taking place in Puerto Rico at that time. With this in mind, in 1947 they began to lay the groundwork for establishing a modern institution of higher learning.

In 1949, Puerto Rico Junior College was founded and incorporated according to Puerto Rican laws on June 30, 1950. The Puerto Rico Council of Higher Education licensed the Institution on June 27, 1957, which was followed by the Middle States Association of Colleges and Secondary Schools accreditation on May 1, 1959. It has been subsequently reaccredited since 1959 until the present.

In 1992, the institution changed its name to Colegio Universitario del Este in order to incorporate baccalaureate degrees. Finally, in 2001 Universidad del Este completed its transformation and evolution as well as its new name from a junior college to a college to a university by initiating its first master degree programs.

Presently, the Sistema Universitario Ana G. Méndez operates four institutions and a television station: Universidad del Turabo, Universidad Metropolitana, Universidad del Este, the Ana G. Méndez Virtual Campus and the WMTJ-TV station Channels 40/26.

Universidad del Este is a non-sectarian, non-profit, independent, educational institution that serves the people of the Commonwealth of Puerto Rico, the states of Florida and Maryland, but through its collaborative agreements contributes to the international communities in general. In the academic area, Universidad del Este offers technical-professional certificate programs, associate, bachelors and masters in various disciplines such as: criminal justice, social work, health sciences, science and technology, hospitality management, culinary arts, education, and business administration. The academic programs offered by the Institution can be classified under three categories: occupational and professional programs, transfer programs, and community service programs. One of the principle goals of the Universidad del Este is to educate and develop in its students the work-related and academic skills that will allow them to perform efficiently in jobs, and that will permit them to achieve more advanced academic levels. On account of this, the Institution has designed a diversified and flexible program of studies to prepare each student into a capable professional in the area of his/her specialty.

The Chancellor and the staff direct the administrative activities of the Institution with two governing bodies: the Administrative Council and the Academic Board. The Student Council elected by a governing assembly made up of student delegates also contributes to the student representation in these administrative governing bodies.

Universidad del Este is a teaching institution, therefore it provides its faculty with professional development opportunities in their teaching specialties; it offers teaching support services within its student holistic development framework and it provides the means through which the teaching-learning process occurs in an appropriate environment.

Universidad del Este fosters both the creative activity and educational, scientific, and social research to: promote continuous institutional progress, contribute to the advancement of knowledge, and better serve the community at large.

The principal function of the faculty, according to UNE's philosophy, is to provide responsible and innovative teaching. Faculty enjoys complete academic freedom and participates actively in academic advising processes. Faculty's professional activities on and off campus should follow UNE's basic tenets.

UNE expects to reach academic excellence by means of a well-trained faculty, academic programs sensitive to the needs of students and the job market in adequate and well-equipped physical facilities.

Vision and Mission Statement

Vision

To be recognized as a university of outstanding academic excellence in Puerto Rico and worldwide.

Mission

Universidad del Este is a private non-sectarian, non-profit, accredited higher education institution, part of Ana G. Méndez University System. Its academic efforts and services are to promote the constructivist learning, respect for diversity, and social justice.

Its mission is to promote the integral development of individuals, to become responsible, solidary citizens, able to contribute to the sustainable development of the environment through a socio-humanistic education of excellence; valuing research, internationalization, entrepreneurship, technology, culture and community engagement. All its resources support the academic offerings of certificate, associate, bachelor, graduate studies, and continuing education programs.

Guiding Principles

The principles, which guide the Institution, are excellence, innovation, justice, respect, freedom of thought and action, solidarity, equity, integrity and social responsibility.

Goals

To fulfill its mission, Universidad del Este proposes to:

1. Provide an education of excellence, through the development of cognitive, affective and psychomotor competencies in students that will enable them to make positive contributions to the social, economic and political setting at local and global levels.
2. Offer traditional and nontraditional academic programs, within the constructivist dimension of learning, that meet the interests and needs of a society oriented toward service, technology, internationalization and research.
3. Attain a faculty that meets the highest standards of excellence and that promotes its commitment to teaching, research, the use of technology and community service.
4. Promote a culture of service within the academic community with equal opportunities, based on human rights and the fulfillment of social responsibility.
5. Advocate in students the socio-humanistic and the integral formation, as well as entrepreneurship, innovation, technological skills and global vision.
6. Encourage research and creative work in the disciplines to contribute to the cultural, social, political, economic and technical-scientific development of our society.
7. Position the university in the international scenario by means of diverse activities, collaborative projects and exchange programs for both faculty and students.
8. Promote a culture of quality and effectiveness through institutional and specialized accreditations of academic programs, consolidation of assessment measurements, and the integration of assessment findings to planning and resources allocation processes.

Licensures

Puerto Rico Council on Education
P.O. Box 19900
San Juan, Puerto Rico 00910-1900

Regional Accreditation

Middle States Commission on Higher Education
3624 Market Street
Philadelphia, PA 19104-2680

Specialized Accreditations

International Association for Continuing Education and Training (IACET)

Memberships

American Association for Adult and Continuing Education
American Association for Counseling and Development.
American Association of Collegiate Registrars and Admissions Officers
American Association of Higher Education
American Council on Education
American Library Association
American Physical Plant Association
Asociación Universitaria de Programas de Honor Puerto Rico
Association for Educational Communications and Technology
College Board of Puerto Rico
Council on Higher Education Association
Hispanic Association of Colleges and Universities
International Facility Management Association
Learning Resources Network
Library Administration and Management Association
National Collegiate Honors Council
Puerto Rico Association of Higher Education
Puerto Rico Association of Honors Programs
Puerto Rico Association for Counseling and Development.
Puerto Rico Chamber of Commerce
Puerto Rico Library Association
Puerto Rico Manufactures Association
The Association for Institutional Research

Non-Profit Status

Universidad del Este is a private, secular, non-partisan educational institution and a member of the non-profit Sistema Universitario Ana G. Méndez, which operates a system of university level institutions.

Non-Discrimination Statement

Universidad del Este does not discriminate on the basis of race, handicap, national or ethnic origin, creed, color, sex, social condition or political, religious, social or trade union beliefs.

Statement of Policy

This catalog includes the main terms concerning the formal relationship between students and Universidad del Este. Regardless of its effective date, the Institution reserves the right to admit, re-admit or register a student only for a semester, part of term or session separately. The Institution binds itself only during the semester, part-of-term for which the student has enrolled and paid his/her tuition fees.

It is the student's responsibility to know and comply with the content of this catalog and all UNE's rules and regulations. This catalog is in compliance with the institution's bylaws, regulations and administrative orders and duties under Federal Law. It is subject to subsequent amendments.

Important Note:

This catalog contains the program points of the current agreement between the students and Universidad del Este. Regardless of the date on which the agreement shall become effective, the Institution will maintain its right to admit, re-admit or register a student only for a semester, part-of-term or session, separately. The Institution will also limit its agreement to the semester, part-of- term or session in which the student has properly enrolled and has paid the corresponding fee.

It is the student's responsibility to know and comply with the instructions expressed herein, which coincide with by-laws and regulations of the Institution, the administrative instructions, and the federal laws on civil rights.

Norms and regulations contained in this document are subject to institutional and/or administrative changes without previous notification.

Student Body

Our student body includes young adults who come mainly from the San Juan - Carolina metropolitan area as well as adjacent towns the off-campus sites serve. The students are members of families, which have low incomes and are first generation entering college. The student body is also composed of young adults and working adults that have recently graduated from high school or have done so some time ago. The adults that have entered the working place need to complete an academic degree in order to improve skills in a technical profession or desire an opportunity to obtain an advance degree for professional growth.

Programs and Curriculum

Our admissions policy requires that the student have finish high school or have approved an Equivalency Exam from the Department of Education of Puerto Rico or its equivalence. As a way of helping the students to overcome any cognitive difficulty and adaptation to university life, UNE offers special academic courses; tutorial as well as mentoring programs in order to improve his success in his studies. The academic programs at Universidad del Este are conducive to obtaining a certificate, associate, bachelor, or master degrees. The Certificate program allows the student to continue toward an associate or baccalaureate degree after the student graduates from this level.

The associate, baccalaureate, and master's degree programs are geared toward a profession and to prepare the graduate to enter the employment market immediately. The curricula include courses in general education, core/professional courses, and program courses but emphasis is also given to the technical and occupational courses. The continuing education programs are offered in accordance with the needs of public and private agencies, mainly in skilled areas where employees need to be re-skilled or retrained for a specific job.

Community Relations

Universidad del Este's mission as a learning community is assisted through the relations developed with the community. Among the relations developed with the community are active participation on special projects through professional organizations, the educational consortia's, clinical affiliations, and advisory boards. Universidad del Este participates in these consortia as part of the Sistema Universitario Ana G. Méndez as well as its own self standing partnerships and agreements.

Advisory Board

Universidad del Este has an Advisory Board. This Board provides advice and support to the Institution's administration.

Board of Directors and Administration of the Sistema Universitario Ana G. Méndez

Board of Directors of the Sistema Universitario Ana G. Méndez

Sr. Ramiro Millán Catasús, President
Dr. Félix Rodríguez Schmidt, Vicepresident
Sr. José F. Méndez Méndez, President of SUAGM and permanent member
Dr. José F. Méndez González, Emeritus President and permanent member
Dr. Víctor Hernández Méndez, member
Sr. Héctor A. Jiménez Ramírez, member
Sr. René A. León Rodríguez, member
Lcdo. Rafael A. Nadal Arcelay, permanent member
Dr. Herminio Martínez, permanent member
Sr. Manuel Agosto García, member
Dr. René A. Soto Torres, member
Sr. Wilfredo Cosme Ortiz, member
Sra. Rita DiMartino, member
Gloria Castillo de García, secretary of the board
Lcdo. José E. de la Cruz Skerrett, legal consultant of the board

Administration of the Sistema Universitario Ana G. Méndez

José F. Méndez Jr., President of the Sistema Universitario Ana G. Méndez
Vacant, Executive Vice President
Jorge L. Crespo, Vice President of Planning and Academic Affairs
Alfonso L. Dávila, Vice President of Financial Affairs
Mayra Cruz, Vice President of Marketing and Student Affairs
Victoria De Jesús, Vice President of Human Resources
Ricardo Rodríguez Domenech, Vice President of Administrative Affairs
Luis Zayas-Seijo, Vice President of National and International Affairs
Carlos Padín, Chancellor, Universidad Metropolitana
Dennis R. Alicea, Chancellor, Universidad del Turabo
Luis Burgos, Chancellor, Sistema Universitario Ana G. Méndez Florida Campuses
Migdalia Torres, Chancellor, Ana G. Méndez Virtual Campus
Margarita Millán, Vice President and General Manager of System/TV Station

Universidad del Este's Administrative Council and Academic Board

Administrative Council

The Administrative Council of Universidad del Este is the legislative body of the Institutional policy of the university in accordance with the by-laws of the Sistema Universitario Ana G. Méndez as established by its Board of Directors.

The Chancellor, the Vice Chancellor, Vice Chancellor of Student Affairs, Physical Facilities and Operations Manager, Deans of schools, five faculty representatives, and two student representatives constitute the Administrative Council.

Academic Board

The Academic Board of Universidad del Este regulates all the academic aspects of the Institution. It recommends relevant regulations regarding faculty, curricula, educational projects, and other educational innovations.

The Academic Board consists of the Vice Chancellor, the Associate Deans of the schools, the Library Director, fourteen undergraduate faculty representatives, and two student representatives.

Universidad del Este's Administration and Staff

Office of the Chancellor

Mildred Huertas Solá, EdD, Chancellor
María S. Díaz, MBA, Vice Chancellor of Administrative Affairs
María I. De Guzmán, MA, Assistant Vice Chancellor of Development and Fundraising
Marisol Muñoz, Assistant Vice President of Human Resources
Maribel Gómez, Executive Director UNE Salud
Litza López, Executive Director
Jorge A. Torres Martínez, Assistant Vice President for Budget Analysis
Alberto J. Camacho, Assistant Vice President of Planning
Ivonne D. Arroyo, MBA, Director of Public Relations
Anamar Sosa Díaz, MBA, Director of Alumni Affairs
Laurie Melin, Director of International Affairs
Yamil Natal, MIS, Coordinator of Information Systems
Liliana Corcino Font, Statistician

Office of the Vice Chancellor

Nilda I. Rosado, MEd, Interim Vice Chancellor and Associate Vice Chancellor of Licensing, Accreditation and Evaluation
Magalie Alvarado Hernández, MPA, Associate Vice Chancellor of Administrative Affairs
María Véaz, EdD, Student Affairs Vice Chancellor and Associate Vice Chancellor of Retention
Luis Iturralde, MBA, Associate Vice Chancellor of Research
Ezequiel Bayuelo, EdD, Associate Vice Chancellor of Institutional Assessment
Claribette Rodríguez, EdD, Assistant Vice Chancellor of Academic Effectiveness
Mildred Rivera, MBA, Assistant Vice President and Dean, School of Professional Studies
Terestella González, JD, Dean, José A. (Tony) Santana International School of Hospitality and Culinary Arts
María del Carmen Arribas, EdD, Dean, School of Education
Maritza Espina, PhD, Dean, IEN Business School
Luis Mayo, PhD, Dean, School of Social and Human Sciences
Marielis E. Rivera Ruíz, PhD, Dean, School of Sciences and Technology
Vanessa Ortiz López, EdD, Interim Dean, School of Health Sciences
Patricia Mercado Rivera, MBA, Dean, School of Technical Studies
Johanna Vivoni Suárez, MBA, Associate Dean, School of Professional Studies
Sylvia Esquilín, EdD, Director, Faculty Development
Natalia Torres Berrios, Compliance Coordinator for Academic and Scientific Research
Indrani Fuentes Mercado, Director, Special Initiatives and Summer Programs

Office of the Vice Chancellor of Information Resources and Telecommunications

Carmen Ortega, MLS, Vice Chancellor for Information Resources
Carlos H. Medina, MA, Director, Educational Technology
Elsa Mariani, MLS, Director, Library
Vacant, Director, Telecommunication and Information Systems

Office of the Vice Chancellor of Student Affairs

María Véaz, EdD, Vice Chancellor of Student Affairs
Gisela Negrón, MBA, Associate Vice Chancellor of Student Affairs
Liz Y. Méndez Rosario, MBA, Associate Vice Chancellor of Enrollment Management
Magda E. Ostolaza, MBA, Associate Vice Chancellor of Marketing and Recruitment
Carmen G. Velázquez, MA, Associate Vice Chancellor of Quality of Life and Student Wellness
María de Lourdes Ferrer Torres, EdD, Director of Counseling Services
Mahirami Meléndez Burgos, MA, Assistant Vice Chancellor of Scholarships and Internship Program

Diana M. Colón Román, MA, Director, Center of Innovation, Employment and Empowerment
Elisa Quiles, MBA, Registrar
Eigna De Jesús, MBA, Director of Financial Aid
Ramonita Fuentes, BBA, Director of Admission
Ángel González, BBA, Bursar
Emmanuel Colón, MA, Director of Social and Cultural Activities
Julio Figueroa, MEd, Director, Athletics and Sports Program

Office of the Evening and Weekend Programs

Jesús Oliveras, MBA, Assistant Vice Chancellor of the Evening and Weekend Division
Adrián Hernández, MBA, Coordinator

Office of Physical Facilities and Operations

Edgar Dixon Rodríguez, Eng., Manager of Physical Facilities and Operations
Juan Boada, Eng., Assistant Manager of Physical Facilities and Operations
Carlos E. Berroa Emiliano, Director of Security and Occupational Wellness

Office of the Vice Chancellor of External Resources

Mayra M. Ferrán Torres, Vice Chancellor of External Resources

Off-Campus University Centers Directors

Maricelli Zaragoza, MA, Director, Yauco Off-Campus Center
Sixto Bermúdez, MBA, Director, Arecibo Off-Campus Center
Griselda Correa, DBA, Director, Barceloneta Off-Campus Center
Rosa Pérez, MBA, Director, Cabo Rojo Off-Campus Center
Evelyn Ayala, MA, Director, Santa Isabel Off-Campus Center

Admission Requirements

General Admission

The following are the general admission requirements:

- Graduation from an accredited secondary school or its equivalent.
- An Official Transcript of credits of the school he/she attended or an official document of an institution or agency recognized by the U.S. Department of Education that certifies the equivalency of a high school degree.
- Health vaccination certification for applicants younger than twenty-one (21) years.
- Non-refundable application fee (\$15.00).

Eligibility Index

A grade point average of 2.00 for most Certificate programs is required.

Admissions Procedures

- Submit an application for admission.
- Submit an official high school transcript or its equivalent. If the applicant is not a high school graduate, he should submit evidence that he is taking the last credits to complete his requirements.
- Enclose the non-refundable application fee (\$15.00).
- Submit College Entrance Examination Board results if applicant is under the age of 23 years old.
- Applicants for the Nursing or other related health programs are also required to submit a Health Certificate.
- Meet all admissions requirements by the date scheduled in the Institution's calendar.
- Candidates for admission may be interviewed by representatives of the School.
- Students holding degrees from other accredited higher learning institutions that wish to pursue studies must meet the admissions requirements set forth by the Institution.

- Incomplete applications or those not fulfilling the established requirements will be considered for conditional admission. The Institution may invalidate the student's admission and conditional registration. Students are urged to submit all the required documentation within **45 days** after classes have initiated.
- **Veterans and beneficiaries** should submit all admissions requirements before the first day of classes and **not within the 45 days** after the beginning of classes.

Readmitted Students

An applicant for readmission is a student who has interrupted his studies for one academic year (summer sessions will not be considered) and wishes to continue studying. The student must meet the academic requirements established in the Institution.

Requirements for Readmission

- The applicant must have a grade point average equivalent to the retention index.
- The applicant must have complied with the suspension period for academic index or for disciplinary reasons.
- The applicant may be required to attend an interview with representatives of the School or a guidance counselor.
- The applicant must comply with all requirements of the selected program.
- Compliance with all Universidad del Este's by-laws, rules and regulations.

Procedure for readmissions

- Submit an application for readmission.
- Enclose a non-refundable \$15.00 readmission fee.

Transfer Students

A transfer student is an active or former student of an accredited, post-secondary institution.

Requirements for Transfer

- Passing grades in at least twelve credits from an accredited post-secondary institution.
- Cumulative grade point average equivalent to the retention index.
- A letter of recommendation from the Dean of Student Affairs of the last institution where the applicant studied.
- Comply with the admission requirements for transfer as established by his/her program of choice.
- Compliance with all Universidad del Este by-laws, rules and regulations.
- Veteran students should submit transcripts from previous trainings taken. No veteran student will be certified until this requirement has been met.

Procedures for Transfer

- Submit an application for transfer.
- Enclose payment of a transfer fee of \$15.00. This is non-refundable.
- Submit an official transcription from the institution the student is transferring from.
- The applicant may be required to: Submit a copy of the catalog of the institution where the student attended if the applicant studied outside of Puerto Rico.

Rights Reserved:

The Universidad del Este reserves the right to admit, readmit, or register any student for any class session, semester or part-of-term. It also reserves the right to suspend temporarily, partially, totally or permanently any student according to the by-laws of the Institution.

Rules and Regulations for Admission and Registration

Students should familiarize themselves with all rules, norms and regulations of the Institution through the *Student Handbook*, *Student Regulation*, and the *Academic Norm and Administrative Procedures Handbook* that are located at the institution's website: <http://estune.suagm.edu/>

The Institution reserves the right to enforce the observance of those rules, norms and regulations that safeguard the ideals and standards for which it stands, and may ask a student to withdraw if he/she does not comply with these rules or refuses to cooperate with a working member of the Institution. The decision reached by the administration in such cases is final.

All students should examine regularly the bulletin boards in the different buildings of the Institution in order to be informed of official announcements.

Admissions Policy

The two main objectives of the Universidad del Este in the admissions, readmissions, and transfer policies are:

1. To provide admissions to as many qualified applicants as the physical facilities and programs allow.
2. To provide the educational opportunities that will best contribute to the success of those students capable of doing college work.

Academic Information

Registration and Other Related Procedures

The Office of the Vice Chancellor of Student Affairs determines the registration procedure, and no program of study is valid without the approval of this administrative officer. The Office of the Registrar in coordination with the Office of the Vice Chancellor of Enrollment Management is responsible for the registration process.

The Registrar's Office is responsible for the maintenance of all official academic student records and for issuing transcripts, certifications, registration and graduation certificates, as well as submitting or mailing the grade reports to students.

Candidates for admission, readmission, or transfer and special students may not register until each has received an official and final statement of acceptance from the Office of Admissions. Accompanying this statement, the student will receive a registration schedule with the date and hour assigned to them. This registration schedule should be presented at the registration desk.

The Institution does not necessarily guarantee the class program of study chosen by the student during the early registration period if the course does not attain the minimum of students per section. The Institution does not guarantee the program chosen if the student does not observe the scheduled date and hour for registration. After this period, the Institution may use such offerings for other students, especially in the period scheduled for changes in class programs.

Changes in class programs will only be allowed with the written recommendation of the student coordinators, deans, or other academic representatives. The academic representatives approve the changes in class programs based on the existing requirements. The Registrar's Office will determine if there is space in the requested sections.

Each student is responsible for having met prerequisites prior to registration in a particular continuation course.

Pre-Registration

Pre-registration is the process by which the active student has the opportunity to select the courses for which he will officially register during the registration process.

Late Registration

Late registration will be held after official classes begin, in the period determined for late registration. Students who did not attend early registration or who failed to attend registration on the date assigned may register during the late registration period, provided there is space in the sections they select. No student will be able to register after the period determined for late registration.

After the period allowed for registration, all courses will become a permanent part of the student's record. Students may ask the Registrar to cancel their registration by filling the appropriate cancellation request forms and submitting them to the Office of the Registrar or the Office of the Vice Chancellor of Student Affairs before the end of the late registration period. A student who does not attend classes and does not follow the corresponding procedures for cancellation of their classes will be penalized by receiving **(WF)** in his permanent record at the Institution.

Reallocation of Students

At the end of the registration period, the Registrar may reallocate students where elimination and rescheduling of courses has taken place. Such changes should take place on the dates designated for this purpose in the Academic Calendar.

Important Note:

Registration is not complete until the student has paid all fees required by the Office of the Treasurer; the official stamps of the Registrar and the Office of the Treasurer have been stamped on his registration class schedule; and he has signed a statement consenting to follow and observe the rules, norms, and regulations of the Institution.

Official Admission to Classes

At the beginning of the semester or part-of-term each student should present his official registration class schedule to each of his professors. This class schedule should be stamped with the official seals of the Office of the Registrar and of the Office of the Treasurer. The absence of any one of these seals or unofficial changes in the class schedule will invalidate it. The student may present a printed copy of his program with official digital seals representing these two offices mentioned above.

Students should attend classes and/or sections where they are enrolled and professors should admit to their classes only those students that have been officially registered in the appropriate courses and sections. The Registrar's Office is not responsible for recording grades of students who attended classes and/or sections in which they were not officially registered.

Corrections or Changes in Names and Addresses

Students with address changes should notify the Registrar's Office. This office will provide them with the appropriate forms to fill out.

The same procedure should be followed for corrections to be made for the change of name. For changes of name, the student must submit a petition legally signed and with a certified affidavit.

Classifications of Students

Students are classified as follows:

A. By credit hours enrolled

1. **Full-time Students**-those who have fulfilled the admission requirements of the Institution and are carrying twelve or more credit hours per semester in a program leading to a degree, diploma or certificate.
2. **Part-time Students**-those who have fulfilled the admission requirements of the Institution and are carrying less than twelve credit hours per semester in a program leading to a degree, diploma or certificate.

B. By grade point average (See Student Academic Status' section)

1. Students on Academic Probation
2. Students on Academic Suspension
3. Honor Students

Re-classification of Students

- Students who wish to change programs may re-classify from one program to another. These types of re-classifications are authorized as long as the student complies with the admissions requirement of the new program.

Special Conditions and Regulations

- Students who have registered in the maximum permitted academic load and need three more credits to complete the graduation requirements in the same semester will be allowed to take three additional credits with the written authorization of the appropriate Dean or Associate Dean of the School or Program Director/Coordinator.
- No student will have an academic load greater than 21 credits. The maximum academic load in the summer will be: twelve to fifteen (12-15) credits. An academic load of (18) credits will be permitted to students who are candidates for graduation in the summer and have the written authorization of the appropriate Dean or Associate Dean of the School or Program Director/Coordinator.
- All students will be given a reasonable time in which to graduate or complete their declared program. However, the Institution discourages professional students and will reserve the right to admit, readmit or register any student in any semester, part-of-term session or class. For the same reasons, the Institution reserves the right to suspend a student temporarily or permanently.

Changes in Programs or Schedules

- A student may change their program of study in accordance with the following rules:
 - The student must have written authorization of the Dean or Associate Dean of the School in order to be processed by the Registrar's Office.
 - The Institution will make every reasonable effort to offer courses as announced, but it reserves the right to change the time schedule or to withdraw a course or courses. The School may identify other similar courses to substitute the eliminated course.

Withdrawals

- Total or partial withdrawals are allowed during a regular semester, part-of-term, or summer session as specified in the academic calendar.
- Any student who is officially registered, and completes the required procedure for withdrawal, will receive a withdrawal (**W**) grade.
- Any student, who fails to complete the required procedure for dropping a course before the stipulated date and whose absences exceed the maximum allowed, will receive a withdrawal failure (**WF**).
- Total withdrawal is allowed at any moment before the date stipulated in the academic calendar of the semester, part-of-term, or summer session.
- Total withdrawal may be considered in the case of a registered student who drops 75% or more of his total course load. This does not include the two summer sessions.
- The deadline for voluntary total withdrawals will be included in the semester or part-of-term academic calendar of classes in the semester or summer session, before the final examinations begin.
- The institution reserves the right to require a student to withdraw from any course or from the Institution, temporarily, for any of the following reasons:
 - a. Possibility of hazard to the health of the student or that of other students, if enrollment were continued.
 - b. Refusal to obey regulations or serious misconduct on the part of the student.
 - c. Deficient academic work (below required scholastic standards).
 - d. Students who withdraw from the Institution or finish their studies without settling their financial obligations forfeit their right to receive grades, transcripts or diplomas.

Class Attendance

- Class attendance is mandatory. The students will be responsible for work missed.
- If a student enrolled in a course never attends each and every class, the professor will identify him as a non-attending student (N/A). The Registrar's Office, then, will adjudicate a withdrawal for non-attendance (WN). Adjustments in, Financial Assistance benefits or total cancellation of Financial Aid and the payment of the total cost of enrollment, as pertinent, will also take effect. Students must visit the Financial Aid Office for information regarding the % of the payment required by the student.
- **Veterans and beneficiaries will have their educational benefits terminated when a Leave of Absence is granted. Once the veteran's returns to classes, the benefits will be reinstated.**

Student Evaluation Procedures

- Professors are required to provide a minimum of three partial grades and one final evaluation activity with the value of a partial grade, during every given semester or part-of-term. These partial grades may consist of tests or any other kind of evaluation activity chosen by the professor.
- Professors may grant an opportunity to make up a test or quiz, which had been previously announced, to any student with a valid excuse.
- Students must complete all work required for a partial grade before the end of the semester; otherwise, he will be given a zero (**0**) for that particular assignment.
- It is the student's responsibility to clarify any questions about partial grades before the date scheduled for the final evaluation activity of the course.
- Students should complete the Institutional Assessment instruments administered in each course at the end of each semester.

Grading System

The unit of measure for determining the course value is the credit, which is equivalent to one-hour of classroom work per week during a given semester or part-of-term or two hours of class per week during a summer session. The accelerated adult program has five or eight-week class sessions per course that meet four-hours per week during a part-of-term.

The credit equivalent for laboratory work has been determined according to the rules of each School.

Scholastic standing in completed courses is indicated by the following letter grades:

Letter grade system and grade points per credit:

A	90 – 100	-	4	excellent
B	80 – 89	-	3	good
C	70 – 79	-	2	satisfactory
D	60 – 69	-	1	deficient
F	0– 59	-	0	failure (no grade credit)

In special cases the following grading system will be used:

W	Withdrawal
WN	Administrative withdrawal (no grade points)
WF	Student deserted the classroom or excessive unjustified absences from course.
IB, IC, ID, IF	Incomplete work. Student absent from final examination or failed to complete and turn in final work assignment, but must have complied with all the partial requirements of the course.
WA	Administrative withdrawal. Processed by the Vice Chancellor of Student Affairs
P	Pass
NP	Non passed
I or E	Repeated Course, reflected in the transcript as included or excluded for grade point average
T	Transfer course

A “W” indicates a withdrawal from a course with the official approval of the Office of the Registrar.

A “WN” Indicates no assistance to a course within the first few days after classes begin (no grade points). Reported to the Office of the Registrar in the official *Student Assistance Register* by the professor.

A “WF” indicates a student failure to continue attending his classes and does not officially drop the course.

An “I” indicates a student, who is absent from the final examination or failed to complete and turn in final work assignment, but must have complied with all the partial requirements of the course. The professor must calculate the grade with a (0) as the final exam.

A “WA” indicates an administrative withdrawal approved by the Vice Chancellor of Student Affairs given for one of the following reasons:

1. Possibility of danger to the health of the student or that of other students if enrollment were to be continued.
2. Refusal to obey regulations or serious misconduct on the part of the student.
3. Deficient academic work (below required academic standards).
4. New admissions that do not complete the admissions application with the required documentation by the date scheduled in the Institution’s calendar.

Incompletes

A student will receive a provisional grade of Incomplete (I) in the following instances:

- If his absence from a final examination can be justified
- If his absence of not more than 25% of his work in laboratory experiences, practice teaching or seminar can be justified.
- If the student has complied with all partial requirements of the course during the semester or part-of-term.

In order to remove an Incomplete the student should take the corresponding final examination or work requirement within the first 30 days of the subsequent semester or summer session. Those students receiving Incomplete in prerequisite courses during the summer session must take the final examination or work requirement within the first fifteen days of the following summer session.

The professor has the responsibility of removing all Incompletes. The Dean or Associate Dean of the School or the Director or Coordinator of Academic Affairs of the Off-Campus University Center, if the professor is not available, will make the corresponding changes in the official course grade register at the Registrar's Office.

In the case of students not complying with these established rules, the professor will assign a "0" in the corresponding work missed by the student, and will report the final grade to the Registrar after calculating the corresponding grades.

Grade Point Average

The grade point average is obtained by dividing the total number of honor points by the total number of credit hours in which the student has received a final grade, even those where an F or WF is final. The credits taken at UNE will be the only ones used to compute the student's grade point average.

Grade Reports

Once assigned by the professor, the grades are final, unchangeable within the context of the institution's academic discretion, and certified by the Registrar's Office.

Reports of the grades will be available to each student from the Registrar's Office at the end of each academic term and at the end of the Second Summer Session through *MiUNE*, students on line services.

Students' Records

The Office of the Registrar has custody of all students' academic records. These are confidential.

Transcripts

Official transcripts, which bear the seal of the Institution, will not be given to students or alumni, but sent directly to institutions specified by the students in their official requests to the Registrar's Office.

Requests for transcripts of credits should be made fifteen working days in advance. In those cases where a student is in debt with the Institution, the Registrar will not certify the courses approved until the student has satisfied his debt.

Any claim concerning a transcript request should be presented at the Registrar's Office no later than 90 days after making the request.

Important Note:

The admission/registration procedures are essential steps for establishing a relationship between the student and the Institution. However, the payment of the appropriate fees formalizes this relationship semester-by-semester or session-by-session. All of these requirements must be fulfilled in order for a student to be considered in good standing with the Institution.

Standards for Satisfactory Academic Progress

The purpose of the Standards for Satisfactory Academic Progress is to evaluate that the students approve the credits percentage required, with an accumulated academic index equal or higher to the retention index, according to their program of studies. It also establishes a formal process through which students that are encountering academic difficulties can be identified and the necessary help can be provided.

The student has a right to appeal the Institution's determination regarding his/her status if the student understands that there is academic progress and that the Institution's determination is due to an administrative error or that, during the academic year, a critical situation existed that prevented him/her from obtaining satisfactory academic progress as established by the Institution.

Student Academic Status

There will be four types of students based on the cumulative academic grade point average: honor students, students in progress, students on academic probation, and students on academic suspension.

- **Honor Students** - Those students carrying not less than twelve credit hours with a grade point average of 3.50 or more and who fulfill the requirements of the Vice Chancellor of Student Affairs.

a. The Vice Chancellor of Student Affairs will announce the names of all honor students, the School to which they belong, their status, and their area of program.

b. Honor students are eligible to serve as tutors and as assistants to faculty members.

- **Students in Progress** - Those whose grade point average is equal to or greater than the minimum retention grade point average.
- **Students on Academic Probation** - Those students with a grade point average, earned credit hours, or both, below the standards of the Progress Academic Rule for this category.
- **Students on Academic Suspension** - Those students who have been on extended academic probation and not been able to overcome their academic deficiencies.

Student Suspension for Academic Reasons

Students who fail to meet the academic standards are subject to suspension from UNE for one (1) academic year. The student has the right to study one academic year on probation.

Academic Probation

A suspended student may qualify for academic probation if recommended by the Satisfactory Academic Progress Appeals Committee, upon completion of the following procedure:

- Submit a written request to the Vice Chancellor of Student Affairs who will refer it for probation to the Satisfactory Academic Progress Appeals Committee.
- The Satisfactory Academic Progress Appeals Committee will consider only situations related to student's personal affairs, economic problems or dysfunctions in family relations.
- The probation period will last two semesters.
- Students who do not reach the minimum academic average for retention during the probationary period will be suspended. If the student is placed on a second probationary period and again does not meet the minimum academic average for retention, he will be permanently suspended.
- Veteran students and beneficiaries who were suspended from UNE due to failure to meet the academic standards; and qualify for academic probation, the benefits should remain suspended as well.

The decisions reached by the Satisfactory Academic Progress Appeals Committee will be put in writing and will be final.

Minimum Grade Average Required by Earned Credits

- Readmission to UNE will be based on the norms established by the Institution.
- The Satisfactory Academic Progress Appeals Committee must approve readmission to UNE. As condition for readmission, the student must reach the minimum grade point average required, based on the number of credits in a term of two academic semesters: Otherwise, the student will be dismissed for a period of one academic year. If the student is suspended for a second time he will be permanently dismissed.
- Universidad del Este will not give credit for courses taken by the students at other institutions during the time of their suspension.
- Students dismissed for academic deficiency cannot be registered.

Required Credits and Retention Index per Program

Definitions

- **Attempted Credits** - the number of credits of all registered courses, independently of the grades received. This includes accepted transfer credits.
- **Approved Credits** – the number of credits of all courses in which the grades of A, B, C, D, or P, including transfer credits, are obtained.

The students should approve the courses according to the Standard of Academic Progress for the type of academic program in which the student is enrolled: Certificate, associate and bachelor degrees according to the number of accumulated credits and the accumulative academic grade point average, as established in the *Table of Required Credits and Retention Index per Program*.

An example representing a certificate program is presented on the table below:

Certificate Program (36 credits)		
Attempted Credits	% Credits Required	Retention Rate
1 - 14	50%	1.60
15-28	55%	1.80
29-42	60%	2.00
43-54	67%	2.00

Veterans and their beneficiaries: Required Credits and Retention Index per Program

Veterans and their beneficiaries must complete their program of studies within the time established by their curriculum (100%). Students who extend their studies **beyond the time (150%)** established by the program cannot continue to receive Veteran's benefits. They need to maintain a retention index of 2.00 when the 100% of the program is completed. The veterans and their beneficiaries should follow the program sequence which is distributed by academic year. If the student is a recipient of the Pell Grant, he may resort to the 150% additional time, established by the Standard for Satisfactory Academic Progress of the Institution. Veterans should be evaluated utilizing both Veteran's Benefits and Pell Grant criteria, if they are beneficiaries of these.

Graduation Requirements

The student usually graduates from the Universidad del Este under the program requirements prevailing at the time of his admission to the Institution; however, the Institution reserves the right to make revisions in the different programs and in the requirements for the degree. Students who do not complete their studies during the time required by their respective programs (program sequence), as well as those who apply for readmission after a period of absence from the Institution, are governed by the rules that apply or are in effect when the student completes his evaluation for graduation. Nevertheless, the student should visit his academic advisor, academic guidance counselor, the School or Off-campus site Coordinator of Student Services for a progress evaluation of his academic program yearly.

To receive a degree from the Universidad del Este, candidates must meet the following requirements:

- They must have taken the courses required in one of the programs offered by the Institution. Candidates for a certificate must pass the required number of courses in a diversified program of general and professional studies.
- They must have satisfactorily completed the prescribed number of credits with a grade point average of 2.00 (C) or higher or as required in their program of studies. Students receiving associate degree with a grade point average ranging from 3.50 to 3.74 will graduate with honors *Cum Laude*, and those within the 3.75 to 3.89 range will graduate with honors *Magna Cum Laude*, and those with a grade point average ranging from 3.90 to 4.00 will graduate with honors *Summa Cum Laude*.
- They must fill out an application for graduation at the Registrar's Office at the time they enroll for the last semester or summer session.
- They must have satisfied all financial obligations to the Institution. All candidates for graduation will be required to attend Commencement Exercises. Commencement Exercises will be celebrated once during the academic year, at the end of the second semester. Those students who meet the requirements for a degree or certificate at the end of the first or second summer session or at the end of the first semester (August-December) should apply to the Registrar's Office for a certified statement showing that they have completed the requirements of their respective programs of study.

Honor Awards

Students are eligible for the following honor designations according to their cumulative grade point average:

Certificates

Honor	Average of 3.75 to 3.89
High Honor	Average of 3.90 to 4.00

Important Note:

Students should familiarize themselves with all rules, norms and regulations of the Institution through the Student Handbook, Student Regulations, and the Academic Norms and Administrative Procedures Handbook, which are available upon request at the Office of the Vice Chancellor of Student Affairs and at the web site: www.suagm.edu/une These documents provide the information and updates as to program requirements, academic policy changes, as well as other academic and administrative changes that may take place during your years of study at the Institution.

Family Rights and Privacy Act Information Statement

In accordance with Public Law 93-380, FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, students have the right at Universidad del Este to inspect educational records, and correct such records if warranted. The students' records are protected from release of information, open for inspection or review by the student unless he or she waives this right. The parent(s) of U.S.C.S. s. 1152 Internal Revenue Code also has the right to inspect records, which are maintained by the Institution on behalf of the student.

There are two distinct categories of records: (1) Directory Information Records, (2) LIMITED ACCESS RECORDS.

(1.) Directory Information, which may be made public, includes the student's name, last known address, telephone number, date and place of birth, program field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The Office of the Vice Chancellor of Student Affairs will only release this information or a representative after the petitioner has demonstrated a legitimate need to have such information. Students who do not wish release of "directory information" must complete a statement in the Office of the Registrar no later than the last day of each term; otherwise directory information may be disclosed by the College for legitimate purposes

(2.) Limited Access Records pertain to the permanent academic records of the student, disciplinary records, financial information, and testing data. This category also includes all records maintained officially by the Institution, which do not come under the categories of Directory Information, or Sole Possession Records.

The Institution will not release information in Limited Access Records except after written permission of the student or parent.

Student Right-To-Know and Campus Security Act

The common intention of the three program parts of this 1990 Act is to enhance the choice of the potential consumer, the post-secondary student, by reporting statistics about the "performance" of higher education institutions.

- Section 103 covers disclosures about the graduation or completion rate and other postsecondary outcomes of all students.
- Section 104 covers disclosures about the comparative academic "success" of students who receive financial assistance contingent upon participation in intercollegiate sports and Section 105 concerns institutional revenues and expenditures for intercollegiate athletic activities.
- Sections 203 and 204 concern disclosures, reports, and publications about campus security policies and crime statistics.

Compliance with all of the Act's disclosure provisions becomes an additional criterion for institutional eligibility to participate in federal student aid programs.

Office of the Vice Chancellor of Student Affairs

The Vice Chancellor of Student Affairs is the person responsible for planning, coordinating, developing, and maintaining the system of services, which the institution offers its student body. These services respond to the academic, vocational, social and human resource needs of students and are offered by well-prepared, responsible, and committed professionals. The following offices provide student services:

Admissions and Marketing
Registrar
Social and Cultural Activities
Guidance and Counseling

Sports Program
Quality of Life and Students'
Student Associations Program
Bursar

Health Services
Wellness Center

Student Support Services

Program Financial Aid

The Office of the Registrar answers to the Office of the Vice Chancellor for Academic Affairs. The remaining offices, Bursar and Financial Aid respond to the Vice President for Financial Affairs. However, since these offices provide program services to the student population, they are presented here.

The organizational structure of the Office of the Vice Chancellor of Student Affairs allows for the provision of specialized student services for all students under the direct supervision of the Associate Vice Chancellor for Quality of Life and Students Well Being.

Human resources have been assigned to the Office of the Vice Chancellor for Quality of Life and Students Well Being in order to provide counseling and orientation, social/psychological services, tutoring, and an academic advising/mentor program.

A complete program is designed to aid the student in his personal, academic, and career development areas. The following programs are coordinated: Academic Advising/Mentor Program, Counseling and Orientation, Psychology, Social Work, and Tutoring. All of these services have proven effective in student retention and the provision of a better quality of student life.

The program gives continuing assessment and support by consolidating institutional and community resources. The following services are provided:

- Personal, academic, vocational and occupational counseling.
- Workshops and seminars according to the student needs.
- Academic advising - a faculty member is assigned to a group of students to assist in their academic progress. The professor will assist the students during the academic year.
- Learning support services - these services are offered on basic areas such as: mathematics and English through the teacher assistance program and tutorial services.
- Career center - coordinate workshops and activities related with career life planning. Students can explore careers develop goals and identify employment opportunities.
- Placement services - refer students who are seeking part-time job so they can have career related work experience and supplement their economic needs.
- First year student association - provides the freshman student the opportunity to develop leadership by coordinating activities that facilitates students' integration to the Institution.

Professional Guidance and Counseling Programs

The dramatic changes of the dynamic society are also reflected in our students' population. The needs of the younger students, the adult student who is coming back to the university and the special populations, are continuously assessed in order to offer them relevant services.

The Guidance and Counseling Program focuses its services and projects on the new paradigms in Counseling: integral human development, prevention and pro-active educational strategies to develop special skills for life and career.

The main objectives of the program are geared to enhance the student self-esteem, help them achieve self-knowledge, help them learn and develop skills for decision making and conflict resolution, to develop leadership skills and to assume responsibility with themselves and their community.

Special projects are established according to students' assessment and in coordination with the university community resources; to promote healthy lifestyles as well as to prevent academic failures or withdrawals, and personal risky behaviors.

The program emphasizes outreach and pro-active stance in the delivery of services. The services include: individual and group personal counseling, crises management, consultation, personalization and humanization of campus environment searching for the quality of students life, establishment of self helps groups, enhancement of leadership skills, follow up, referrals and others. Professional counselors offer all services.

Advising and Retention Program

The Academic Advisement services promote continuous interaction between the students, faculty members, the academic counselor and other administrators of the Office of the Vice Chancellor.

Helping the students with their academic problems is a program aspect of advising. Because it requires curricular knowledge and expertise, academic advising is an academic concern.

Freshmen student are assigned to a mentor, a faculty member who belongs to the student study program, who is responsible for discussing with students information concerning course selection, nature of educational programs, courses which are relevant to their interests, course content, academic requirements, regulations and procedures, and more.

The mentor (faculty member) works in cooperation with the Student Support Services Staff to coordinate services required by the student who has special needs.

Mentoring Program

This program is geared towards helping first year students adapt to college life. As part of an integrated advising team, a professor is assigned to each participating student to counsel him on academic and personal matters.

Tutorial Services

In close cooperation between the Offices of the Vice Chancellor of Student Affairs and the Vice Chancellor, a free of charge Tutorial Program is offered to every student who requests this service in areas such as Mathematics, English, Spanish, Biology, Accounting and other.

Student Support Services Program

The Student Support Services Program at Universidad del Este provides an integrated cadre of academic and counseling services to over 400 UNE students a year that meet the eligibility criteria established by federal law for participation in this program.

The United States Department of Education Grant Award permits the Program to offer personal, academic and career counseling; and academic support such as tutoring in all subject areas, special tutoring for disabled students and socio-cultural and career oriented off-campus activities; concerts, and conferences.

To qualify as a program participant, a student must be an American citizen or resident alien, have obtained final admission to the school, be the first generation of his family to graduate with a baccalaureate degree, be of low income and/or have a documented disability. Certain documentation may request of those students interested in becoming program participants.

Health Services*

First aid and medical services are offered at the Health Services Office of the Institution. In the event of an emergency or illness, the student should report to the Health Services Office to receive first-aid.

The Health Services Office offers preventive medicine and medical materials, free of charge, for all students. The nurse and or doctor provide information on a variety of health related topics which includes medical clinic sessions as well as personal health care education

In case of an emergency, an ambulance from the metropolitan area will be called and the student will be taken to a local hospital. This same procedure will be followed in the Off-campus sites.

*A doctor and/or nurse will be available to serve the student population at the Carolina Campus. The Off-campus sites do not have nurses, therefore, the services of an ambulance are provided to them in case of an emergency free of charge.

Social and Cultural Activities

The Social and Cultural Activities Program gives the students, the faculty and the community an opportunity to watch films and theatrical performances, attend concerts, shows, lectures, workshops and seminars.

Participation in these activities is open to all interested persons and it aims at developing attitudes, values, sensibility towards art and good citizenship.

Participation in student associations fosters leadership by developing mutual understanding and respect for social and human values.

Sports Program

The Athletic program is geared to the promotion and active participation of students in all sports activities. It is a fundamental component of the students' life in our Institution, which aims at contributing to the physical and mental growth and well-being of its students.

The athletes in the Program participate in internal and inter-university competitions. Universidad del Este is a member of the inter-university sports organization.

To strengthen the Program and increase the number of participants, the Director and coaches of the Program visit the sports programs of high schools. During these visits they present the Program and identify prospective candidates. The Program has a Procedures Manual and a guide for granting athletic scholarships.

Bookstore

The Universidad del Este has a bookstore where textbooks, reading materials requested by the faculty, school and office supplies, and other personal supplies are available.

Veterans and their Beneficiaries Services

The Veteran's Services, located at the Registrar's Office, is primarily directed toward the motivation of veterans and their dependents in order that they may effectively exercise their rights to an education.

They are helped in the completion and processing of required documents for the purpose of establishing eligibility, certification of service, and academic progress.

Veterans and their beneficiaries must complete their program of studies within the time established by their curriculum (100%). Students who extend their studies **beyond the time (150%)** established by the program cannot continue to receive Veteran's benefits. Therefore, **Academic Progress Norms** do not apply to veterans and their beneficiaries, who need to maintain a retention index of 2.00 when the 100% of the program is completed. The veterans and their beneficiaries should follow the program sequence which is distributed by academic year. The following examples show time/length of various programs: Certificate program of 36 credits is 1 and half years. If the student is a recipient of the Pell Grant, he may resort to the 150% additional time, established by the standard for Satisfactory Academic Progress of the Institution. Veterans should be evaluated utilizing both Veteran's Benefits and Pell Grant criteria, if they are beneficiaries of these.

Student Activities

Universidad del Este offers students the opportunity for social, cultural and athletic programs in order to develop leadership, responsibility and initiative.

All students are urged to join the clubs and organizations that most correspond to their needs and interests. Each group or club has a faculty adviser who counsels its members and helps to promote the activities of the group.

Student Associations

All student organizations must be recognized and approved by the Office of the Vice Chancellor of Student Affairs. Any group consisting of ten or more regular students may organize and apply for official recognition of its organization.

Interested students should request an application from the Office of the Vice Chancellor for Students Affairs. The purpose of the organization and the name of the advisor should be stated.

Through students' participation in organizations, they have the opportunity to collaborate in the Institution plans and development. Also, the students develop their own leadership skills and help enhance the students' quality of life in the Institutional setting.

Student Council

There is a Student Council which meets monthly and has, among others, the following functions: to represent the student body, make recommendations to the Vice Chancellor of Student Affairs, participate in various committees, serve as liaison between students, professors and the administration, and to promote the general well-being of the Institution.

There is a Student Government Assembly that guarantees student participation in the life of the Institution. Delegates to this organization are student body representatives and must be elected responsibly.

Delegates must be regular students. They must attend and participate in meetings of campus delegates and must establish relationships among faculty, administration and students of their corresponding sections. The Chancellor and the Vice Chancellor of Student Affairs supervise campus delegate meetings. Delegates must provide for the discussion of those matters pertaining to their particular campus and must acquaint themselves with administrative standards and procedures that are related to the needs and problems that affect students' welfare.

An Alternate delegate is also elected to act in case of the absence of the delegate in charge.

Disciplinary Regulations

Universidad del Este's Student Council representative has approved disciplinary rules and regulations that were ratified by the Ana G. Mendez University System Board of Directors.

The students at Universidad del Este are expected to honor, obey and respect these rules and regulations in all their ramifications. These principles, rules and regulations are clearly stated in the Institutions by-laws, the Student Handbook, and in the other regular or periodic publications of the Administration.

Important Note:

Due to the importance of the Disciplinary Regulations each student is required to obtain a copy of the Student's Handbook from the Office of the Vice Chancellor of Student Affairs, and commit himself to read and become familiar with the Student's Handbook contents, Student's Regulations, and Academic Norms and Administrative Procedures Handbook. These requirements cannot be waved or omitted under any circumstances. These documents are available at the institutions web site: <http://estune.suaqm.edu/> under the heading student services.

Student Financial Aid

The mission of the Student Financial Aid Program is to provide the student with scarce economic resources equal educational opportunities to obtain an academic preparation that will facilitate his integration to society.

Our Student Financial Aid Program operates under the basic principle that the primary responsibility of financing higher education is of the family. Therefore, the program of the funds are offered under the economic criterion of need. The objectives of providing a fair distribution of the financial resources are in agreement with the state, federal and institutional dispositions.

The Program is made up of three components, such as: scholarships that are given and thus do not have to be repaid. Student money loans made available at a low interest with reasonable conditions of repayment. The work and study program permits the student to acquire experience of a job related to his program of studies and at the same time receives compensation for the work being done, thus helping with his costs of education.

The student can be eligible to receive aid of all three components, as long as these available funds will permit.

Grant-Scholarship Programs

Federal Pell Grant

This grant helps undergraduate students to pay for their postsecondary education and students must be enrolled at least on three credits to receive the benefit. For the academic year 2016-2017 the maximum annual award is \$5,775 and the student must meet the eligibility requirements of the program.

Federal Supplemental Educational Opportunity Grant (SEOG)

This grant helps undergraduate students with exceptional financial need. The amount of the awards is contingent to availability of funds.

Educational Opportunity Program

The Commonwealth of Puerto Rico provides yearly funds for grants and scholarships to qualifying students. The grant is awarded on the financial need basis and the scholarships on the academic performance basis.

State Student Incentive Grant (SSIG)

The Council of Education of Puerto Rico (CEPR) manages this program. The institution participating in this program must submit the candidates to the CEPR and after the qualifying is made, the institution receives the fund for those students.

Loan Programs

Federal Direct Loan

Federal Direct-Ford Loans are offered at a variable interest rate, with a cap of 8.25%. For "Subsidized-Direct" the government pays the interest while you are in school; for "Unsubsidized Direct" you are responsible for paying the interest while you are in school. If you choose not to pay the interest, it will accrue and be capitalized (added on the principle).

Federal Direct Parent Loan for Undergraduate Students (FDPLUS)

"PLUS" loans are borrowed by parents for dependent students. The interest rate is variable, with a cap of 9%. Repayment begins 60 days after the First Disbursement.

Work and Study Program

Federal Work-Study Program (FWSP)

A program, that requires the student work a maximum of 40 hours per week. The student is paid a competitive wage and is able to gain experience in his area of study.

Institutional Scholarships Programs

Athletic Scholarship

This program is available to students who have athletic performance. The Athletic Scholarship Committee studies the candidates recommended by the coaches and determine the student benefit.

PR Honor

This institutional scholarship program is designed to provide to talented high school students the opportunity of pursuing their college education at UNE.

Its objectives are:

- Identify those academically talented students motivated into pursuing an Associate or Bachelor's degree, and who show economic need.
- Facilitate academically talented youngsters who show economic need, access to a high quality university education.
- Propitiate the necessary conditions to help these students develop their talents and capabilities to their full potential.
- Provide students with a high quality academic program that meets their expectations and attend to their goals.

How to Apply for Financial Aid

Financial Aid is awarded annually. The student must apply each year. The Financial Aid Application will be available after January.

The student must submit the Free Application for Federal Student Financial Aid (FAFSA) or Renewal FAFSA to the U.S. Department of Education. The application must be completed online at the following web site: www.fafsa.ed.gov. The amount of financial aid may vary each year according to your need, the type of aid you are eligible, your academic performance and available funding.

Eligibility Requirements

In order to meet the eligibility requirements, students must:

- have financial need
- have a high school diploma or a General Education Development (GED) certificate.
- be working toward a degree or certificate.
- be a U.S. citizen or eligible no citizen.
- have a valid Social Security Number.
- not owe a refund on a Federal Grant or be in default on a Federal Educational loan.
- be making Satisfactory Academic Progress.
- be registered with Selective Service (if required).
- be enrolled at least half-time except for the Federal Pell Grant, which allows less-than-half-time enrollment.
- not receive a Bachelor's Degree for Pell and FSEOG.
- provide documentation of any information requested by the Office of Admission and Financial Aid.

Important Note:

The Institution complies fully with the privacy Rights of Parents and Students Act of 1974 (Title IV of the U.S. Public law 90-247), as amended, which specifically governs access to records maintained by institutions to which funds are made

available under any Federal program for which the U.S. Commission of Education has administrative responsibility, and the release of such records, provided that such institutions must furnish parents of students access to official records directly related to the students and an opportunity for a hearing to challenge such records on the ground that they are inaccurate, misleading or otherwise inappropriate; that institutions must obtain the written consent of parents before releasing personally identified data from student records to other than a specified list of exceptions; that parents and students must be notified of these rights; that these rights transfer to students at certain points; and that an office adjudicate complaints and violations of this law.

Refunds and Adjustments for Active and New Students

Refund Policy

A. New Admission Student-Pro Rate Refund

New admission or transfer students enrolled in their first semester at UNE who completely withdraw from their classes during the first 10 weeks starting the first day of class of each semester, and during the first 10 days, since the first day of class during the summer session, will be refunded part of the tuition costs. This norm will apply only to those students enrolled in their first semester for the first time. In subsequent semesters, the active student refund policy will apply.

Ten weeks into the semester and ten days in the summer session equal 60% of the corresponding academic term. Therefore, after this period, the System will charge 100% of the tuition costs.

The amount of tuition to be refunded will be pro-rated in accordance with the date of withdrawal as decreed in the following table:

Semester Week	Amount of Refund
First and Second	88 Percent
Third and Fourth	76 Percent
Fifth and Sixth	64 Percent
Seventh and Eight	52 Percent
Ninth and Tenth	40 Percent

B. Active Student-Federal Refund

Students, previously enrolled at UNE, who completely withdraw before the end of 50% of the academic period, semester or summer session, will be refunded part of the tuition costs according:

- 100% if the student withdraws on or before the first day of class
- 90% after the first day and up to 10 percent of the academic period
- 50% the first day after the 10 percent period and up to 25 percent of the academic period
- 25% the first day after the 25 percent period and up to 50 percent of the academic period

After 50 percent of the academic period, the System will charge 100% of the tuition costs. The semester is composed of 15 weeks, where six days (Monday through Saturday) are considered.

The amount of tuition to be refunded is based on the date of withdrawal as decreed on the following table:

WEEK		SEMESTER ATTENDANCE				REFUND	
	x	PERCENT	=	WEEKSDAYS	=		
15	x	0	=	0	=	0	100%
15	x	10	=	1.50	=	9	90%
15	x	25	=	3.75	=	22	50%
15	x	50	=	7.50	=	45	25%

In accordance with the Title IV Student Financial Assistance Programs regulations, when calculating the amount to be refunded, tuition costs not paid by the student will be subtracted before determining the amount of funds applied to the costs. The principle behind this rule is that the student and his/her parents are primarily responsible for tuition expense.

Financial aid from federal programs, state and institutional, accredited to the student's account will be refunded to the original program. The amount paid by the student will be refunded to him/her, and it will depend on the withdrawal date.

C. Partial Withdrawal

Students who partially withdraw during the first two (2) weeks starting the first day of classes of each semester, and within the first two days of classes during the summer session, will be refunded 88% of tuition costs. After this period, the System will charge 100% tuition costs.

D. Non - Attendance

Students who do not attend their registered courses will be marked NA by the professors, given an administrative withdrawal, and refunded 88% the cost of the course. The student will be held responsible for 12% of the cost, as financial aid programs do not cover it.

Adjustments and Refunds

Adjustment and refunds will be made in the event of total withdrawal. A student who made a total withdrawal during the first ten (10) days of classes during the regular semester and the first two (2) days of the summer session will receive a credit of two thirds (2/3) of the total cost per credit withdrawn.

During the period of reallocation of students due to eliminated sections, all the students who can make adjustments have the authorization of the Treasurer's Office.

Cash refunds will be made if payment was made in cash. Tuition paid for with financial aid is not eligible for a cash refund.

Tuition, Fees, and Related Information*

Every year the Office of the Vice President for Financial Affairs publishes a circular with information about tuition cost for all academic programs and other fees for all institutional services. This circular is available at the Bursar's Office.

Tuition fees are made by credit or contact hour as follow:

- Certificate Programs \$ 181.00

In addition, for each academic term the institution has a general fee of \$450.00 per student. Costs are subject to change from one academic year to the next. The distribution of the general fees is as follows:

- Construction \$ 300.00
- Technology \$ 75.00
- Services \$ 45.00
- Parking \$ 20.00
- Library \$ 7.00
- Insurance \$ 3.00

Please note that in attending any Institution, you will need to allow for other expenses, such as; books and supplies, transportation, meals and other personal needs. A variety of financial aid packages are available. Tuition, fees and service charges must be paid in full during registration or at the time the student requests services. Payments can be made in cash, or by certified or manager's checks, money orders, or credit cards such as American Express, Visa or Master Card. Receipts for all transactions must be requested and retained, and presented with any claim or adjustment requested. The Bursar's Office will not accept claims without receipts. ****All tuition, general fees and service charges are subject to change during the life-term of this catalog (2016- 2017).***

Tuition Option Payment Plan (TOPP)

The Institution has a convenient method for paying educational expenses through scheduled payments over the period of enrollment.

The TOPP grants 50% tuition and fees deferred payment to students who do not satisfy cost or receive financial aid at the registration time. Contact the Bursar's Office for more information about the TOPP.

Clear Statement

Students with an outstanding debt balance will not be allowed to take final examinations until such balance is paid in full.

Upon receipt of payment, the Bursar's Office will issue a "clear" statement, which must be presented by the student at each examination. Students who do not comply with this requirement will receive a qualification of Incomplete (I) and will be required to pay \$20 fee in order to remove the qualification from the academic record.

Invoices

The Bursar's Office will mail four invoices during the regular semester and two during the summer session. The approximate dates for the mailing of such invoices are: September 15, October 15, November 15, December 10, February 15, March 15, April 15, May 10, June 14 and July 22.

If the invoice is not received in the mail, it is the student's responsibility to request it personally from the Bursar's Office.

Office of the Vice Chancellor of Information Resources and Telecommunications

Vision

In harmony with the mission of the Institution, the vision of the Office of the Vice Chancellor of Information Resources and Telecommunications endeavors to become a recognized leader in the process of learning, teaching, research, and service.

Mission

The Office of the Vice Chancellor of Information Resources and Telecommunications will contribute to the integral development of its students. As an administrative and academic center, we pretend to promote in our students, the social and cultural values of our people, offering effective quality service through information resources that are inherent to the academic development of our Institution environment. We pledge to complement the Institution's commitment to research, creativity and innovation through the use of new technologies.

Description of the unit

The Office of the Vice Chancellor of Information Resources and Telecommunications is the administrative unit that integrates the Library, Distance Education, Information and Telecommunication, Exhibit area, Piñero Collection, Educational Technology, and the Community Technological Center. Through a structured and systemic approach the units provide the necessary services to support the Institution's academic programs. It provides educational services and materials to serve the diverse learning and instructional needs of students and faculty members, thus becoming an integral part of the teaching-learning process of the Institution. The units of the Vice Chancellor of Information Resources and Telecommunications houses a wide variety of printed, audiovisual, and electronic materials selected in accordance with the academic programs and adequately organized to foster their usage.

Library

The Library has a complete automated system that provides access to the materials available in all of the three libraries of the Sistema Universitario Ana G. Méndez. UNE's five Off-campus sites are also part of this automated system and have the use of inter-library loans of materials available to all the students of SUAGM. A Virtual Library is also available for students through an electronic web page: <http://www.suagm.edu/une>

Portal de Biblioteca

Materials include a variety of formats: books, dictionaries, journals, magazines and newspapers, microfilms, Multimedia CDROMS, DVD's, E-books, as well as on line resources. These resources include the following sections: Ask the librarian, Information skills, Tutorials, Links, Special collections, Data bases, Audio Visual Equipment loans, and Norms, Regulations and Procedures for topics in; copyright, plagiarism, etc.

The library provides seating areas for individual study, facilities for small study groups and computers for students' independent use with wireless access as well as for students that are physically challenge.

The Bibliographic Instruction Program in the library provides the necessary skills for the effective use, services, and academic resources, Internet.

Sala Florencio Pagán Cruz

The Reference and Reserve unit are located in this area. The Reference collection has the basic resources needed to do research and investigation projects such as: general and specialized dictionaries, annuals, atlas, directories, reference books, indices

in electronic and printed formats, access to Internet and the data base specialized in legal resources. We have invested in the research-based search engine Voyager System, which greatly facilitates the identification and access to a vast quantity of research literature, journals, textbooks, and other relevant documentation. The total collection of magazines, books, e-books, journals, and audiovisual resources exceed the requirements in titles and volumes for all the levels of the academic programs offered in the Institution.

Circulation and Reserve Area

This area facilitates the loan of books out of the library to authorized users. The Magazine Collection provides more than 5,000 titles combined in printed materials and online resources, local as well as international newspapers.

Inter-Library Loans

The inter-library loan is the opportunity given to the academic community of obtaining, as a loan, the use of resources of other libraries in, as well as outside of Puerto Rico. At the same time, the Library at the Carolina campus participates actively in lending its resources to the other libraries of the Sistema Universitario Ana G. Méndez and to the five Libraries in the Off Campus sites.

Exhibit Area

The art works exhibition area is located strategically in the entrance to the Information Resources Center. The atrium was designed with all the necessary specifications to offer to the public the opportunity of enjoying exhibitions while visiting us. The interior garden, situated to the end of this atrium is a sculpture of our founder, Dr. Ana G. Méndez.

Collection Developments and New Acquisitions

The Center at the Carolina Campus provides all the printed and non-printed resources necessary to facilitate the teaching learning process and to enrich the Institution educational programs. To facilitate collection access, the material is catalogued using Spanish and English subject heading and classified according to the Subject Headings from the Library of Congress. Some of the resources identified are Bibliographical file, Internet, etc.

Educational Technology

This unit advises on the appropriate use of technological resources in the classroom. This unit also administers and distributes electronic materials and equipment requested by the faculty and students. The faculty and students can coordinate the loan services of educational materials and audiovisual equipment to be used in the [e@classroom](#).

Distance Education

The mission of this unit is to expand the cultural and educational offerings utilizing the modality of distance education. Distance education as an educational strategy is part of the academic task of the Institution. The Institution participates in various academic projects such as: offering of courses through ITS, the broadcasting of conferences from various parts of the world, as well as providing training to faculty regarding distance education strategies and methodologies thus certifying faculty in the use of this media. The Blackboard platform is used.

Computerized Information Technology and Telecommunications

Its mission is to integrate the computerized information technology and the telecommunications to the administrative and academic processes. The design is following a plan that has considered the necessary details to bring up to date and to expand the equipment and the software of the student's computer laboratories, the faculty and administrative personal training laboratory, and the access to Internet in all the computers located in the libraries.

Hours of Operation

The Library offers its services in the following schedule for the Carolina campus and the five Off-Campus sites located in Yauco, Cabo Rojo, Santa Isabel, Arecibo, and Barceloneta.

Monday - Thursday	7:00 a.m. – 10:00 p.m.
Friday	7:00 a.m. – 10:00 p.m.
Saturday	8:00 a.m. – 5:00 p.m.
Sunday / Holidays	12:00 p.m. – 5:00 p.m. (Carolina Campus)

Staff

The Center has a staff of professional librarians, educational technologists, assistant librarians, technicians, and clerks whose main goal is to provide the collegiate community with efficient services. They offer students and faculty direct assistance in locating information that will best satisfy their particular interests and needs. Orientation in the proper use of the Center facilities is one of the main features of the daily work.

Office of the Director of the Evening and Weekend Programs

Mission

Its mission is to provide academic and administrative services needed to students enrolled in the evening and weekend classes at UNE. Design and provide support services to this segment of the student population geared towards improving retention and graduation. Coordinate in consortia with the Schools the enrollment process, evaluation process of faculty, dissemination of information related to the academic offerings, and assist in designing and promoting student activities to improve evening and weekend university life.

Its mission is to serve the learning needs of adults and organizations as well as to provide leadership in developing adult education programs through the attainment of external funds.

Description of the unit

The office is headed by the Associate Vice Chancellor, a secretary and a Coordinator in charge of providing direct services to students and faculty. These services entail coordinating services needed by evening and weekend students with the Registrar's Office, Financial Aid, Treasure's Office, Professional Counseling, Academic Advising, and the Schools.

The Programs features the regular academic degree programs. These are offered during evenings from 5:00 to 10:30 p.m. and Saturdays from 7:00 a.m. to 4:00 p.m. Some programs offer courses on Sundays from 8:00a.m. to 12:00 noon.

Off Campus Sites (University Centers)

The Off Campus sites programs respond to the needs of the communities in the various geographical areas throughout Puerto Rico. The University Centers are located in the towns of Arecibo, Barceloneta, Yauco, Cabo Rojo and Santa Isabel.

The academic programs offered are certificate, associate and bachelor degrees in Business Administration, Criminal Justice, Social Work, Education, Health Sciences, and Office Systems in all of the Centers. Some Centers have more program offerings than others do to their physical facilities.

The same educational support services that are available on campus are also available at the Centers. These services are: the Offices of the Guidance Counselor, Registrar, Financial Aid, Bursar's, Admissions, and Library. The faculty is from the surrounding community with master's degree and some with doctorates, all recommended for their excellent educational background and experience.

Off Campus Locations

Academic Offerings

The five Off-Campus sites offer the following academic programs:

YAUCO OFF-CAMPUS
Calle Santo Domingo #29
Yauco, Puerto Rico 00698

Certificate Programs in:

- Practical Nurse
- Graphic Design and Digital Production
- Computer Repair and Network Installation
- Architectural Draftsman
- Technical Assistance in Criminal Justice
- Promotion and Marketing with Technology Integration

- Teacher's Aid in Early Education
- Leader of Recreation and Sports Programs
- Medical Insurance Billing

CABO ROJO OFF-CAMPUS
Carr. 100 Km 4.8
Bo. Miradero, Sector Conde Ávila
Cabo Rojo, Puerto Rico 00623

Certificate Programs in:

- Graphic Design and Digital Production
- Computer Repair and Network Installation
- Architectural Draftsman
- Technical Assistance in Criminal Justice
- Promotion and Marketing with Technology Integration
- Teacher's Aid in Early Education
- Hotel Operations
- Leader of Recreation and Sports Programs
- Medical Insurance Billing

SANTA ISABEL OFF-CAMPUS
Carr. 153 Km 12.5
Bo. Felicia 2 Sector Jauca
Santa Isabel, Puerto Rico 00757

Certificate Programs in:

- Graphic Design and Digital Production
- Entrepreneurship
- Computer Repair and Network Installation
- Architectural Draftsman
- Technical Assistance in Criminal Justice
- Promotion and Marketing with Technology Integration
- Teacher's Aid in Early Education
- Leader of Recreation and Sports Programs
- Medical Insurance Billing

ARECIBO OFF-CAMPUS
Urb. Industrial Zeno Gandía
Carr. 129 Calle A Lote A-1 Víctor Rojas
Arecibo, Puerto Rico 00612

Certificate Programs in:

- Leader of Recreation and Sports Programs
- Practical Nurse
- Graphic Design and Digital Production
- Architectural Draftsman
- Technical Assistance in Criminal Justice
- Promotion and Marketing with Technology Integration
- Teacher's Aid in Early Education

- Hotel Operations
- Medical Insurance Billing

BARCELONETA OFF-CAMPUS

Carr. P.R. # 2 Km. 59 Hm 5
 Barrio Florida Afuera
 Parque Científico INTERIOR
 Barceloneta, Puerto Rico 00617

Certificate Programs in:

- Practical Nurse
- Graphic Design and Digital Production
- Computer Repair and Network Installation
- Architectural Draftsman
- Technical Assistance in Criminal Justice
- Promotion and Marketing with Technology Integration
- Teacher's Aid in Early Education
- Hotel Operations
- Leader of Recreation and Sports Programs
- Medical Insurance Billing

CAROLINA CAMPUS

Certificate Programs in:

- Practical Nurse
- Graphic Design and Digital Production
- Entrepreneurship
- Computer Repair and Network Installation
- Architectural Draftsman
- Technical Assistance in Criminal Justice
- Promotion and Marketing with Technology Integration
- Teacher's Aid in Early Education
- Dental Assistance with Expanded Functions
- Hotel Operation
- Medical Insurance Billing
- Leader of Recreation and Sports Programs

Non-Degree Programs

The Universidad del Este has several non-degree programs to serve both the interests and special needs of students within the Institution as well as the surrounding community. These are:

Resource Center for Educational Excellence - this is a service program initiated in 2003 as the center for diagnostic and placement of students in developmental courses in Spanish, English, and Mathematics for all degree programs. It also serves the students of these courses, as well as students in other level courses as a tutorial program especially in the English, Spanish, and Mathematic courses. A replica of this service program can also be found at the five off-campus sites.

Academic Components of the Programs - General Education, Core curriculum and Practicum

The Universidad del Este offers a wide variety of academic programs that satisfy the students' interests in the technical field. Through these programs, the Institution develops students' competence in some special field of learning. It will also provide a general body of knowledge that will enable them to develop interest and respect for learning, the ability to think clearly and act independently, and a proper understanding of our cultural heritage and its importance in the solution of contemporary problems. All programs are structured with the following components:

- General Education
- Core Curriculum /Professional Component
- Practicum (if applies)

The General Education component was revised in 2004, at the associate level 9-12 credits are general education courses.

The profile of the graduate of the General Education Component is based on those curricular principles that are essential to achieve integral human development. The profile intends to train the professional for the new century with those competencies, skills and attitudes, which permit optimum functioning in the workplace. These principles involve cognitive, affective and psychomotor dimensions as foundational elements of human and professional development.

In its cognitive dimension, the profile covers such aspects as the development of scientific-philosophical thought, mastery of the vernacular, effective use of technology, and development of research skills. Regarding affective aspects, the profile seeks the development of the human being with social, cultural, and environmental consciousness, capable of developing personal relationships, an agent of change who values diversity and shows social and ethical commitment. Finally, from the psychomotor dimension, the profile describes the student as one who effectively manages technology, works in teams, and uses diverse resources to communicate effectively.

The development of the profile objectives is based on linguistic and conceptual parameters from Amnesty International, which promotes inclusive and non-violent language.

Assessment Model at UNE

The assessment model at UNE adopts the assessment features outlined by the Sistema Universitario Ana G. Méndez (SUAGM, 1992). The model is based on the concept of "Talent Development" as defined by Alexander Astin. From this perspective, resources, reputation, do not define our excellence nor by whom we admit to our Institution, but on what we do for the students once they reach us. Thus, excellence is observed starting with institutional effectiveness in the development of talent in the students, and how much value is added in the development process once they are admitted.

The model gathers information about the educational process of the students in three stages: before, during, and after:

Before: Information is gathered regarding the set of knowledge, skills and attitudes of the student before beginning the educational process. A diversity of instruments are used (educational and socio-demographic information, tests, interviews, and others) to know the environmental circumstances and the strengths and limitations of the learner regarding determined competencies considered as necessary and important.

During: It refers to the educational experiences that the university provides for the student through academia, teaching support services, and administrative services. During the educational process the institution creates the necessary conditions in the areas so that students can progressively achieve their educational goal. Information from different areas is gathered to follow the formative process of the students: curriculum, teaching, learning, educational materials, technology, support services, orientation, and others.

After: The main attention of this stage is to know the products achieved by the students after having passed through a planned assessment process. Once the students finish their formative process, we can reach the conclusion of whether or not they have attained their educational objective. With this information, we identify the changes that occurred in student achievement.

Calibrating the student's talent development allows us to understand the links between before, during and after aimed at promoting experiences that develop their capacities to the maximum. According to Astin (1991), learning involves a change of learning;

therefore it is necessary to measure the change in that process. Also, we start with the supposition that learning increases when students are aware of what they must learn, know the means and criteria to attain their educational objectives, and receive corrective follow-up or maintenance to improve learning. In this sense the purpose of assessment is to gather diverse information to improve the students' learning product. Therefore, the term "outcomes assessment" is closely related to the curriculum (understood as teaching-learning).

Universidad del Este's Anthem (Institutional Song)

*Nuestro es el porvenir,
la promesa de un nuevo amanecer
horizontes de luz,
nuestra es la juventud.*

*Nuestra es la libertad,
la verdad, la justicia y el honor
esperanza en flor
para la humanidad...*

*Nuestro es el sol y el mar
nuestros sueños podemos alcanzar
nuestro es el saber,
y el saber es la libertad....*

Lyrics and Music by Alberto Carrión

School of Technical Studies

The School of Technical Studies of Universidad del Este was initiated in 1997. This academic division was designed in order to attend immediate employment needs of the surrounding community that the university serves. The School not only serves the main campus of the university located in Carolina, but the five Off-campus university centers that serve the municipalities of Yauco, Cabo Rojo, Barceloneta, Santa Isabel and Arecibo.

VISION

The School of Technical Studies vision is to transform the SUAGM into a first option for studies and to serve as a model in technological education programs. The School will become an important component and support to strengthen undergraduate registration at SUAGM and its institutions.

MISSION

The mission of the School of Technical Studies is to offer high quality education with a technological curriculum to recent high school graduates and adults. The students will be able to pursue a university technical certificate or an associate degree, and will receive the proper training to satisfy the occupational demand for trained employees, in relation to banking, commerce, industry, government and self-employment.

GOALS

To fulfill the Mission of the School of Technical Programs the following goals must be attained:

- Offer certified programs designed to qualify the students in the necessary skills that will allow them to compete effectively in the employment market.
- Design and maintain certified programs that will promote the student's effective working experience.
- To endow the student with the knowledge, skills and attitudes needed to carry out with efficiency, dignity, and ethics in his/her respective profession.
- To educate capable professionals in their specialty and sense of social responsibility.

OBJECTIVES OF THE SCHOOL OF TECHNICAL PROGRAM ARE TO:

- Provide technical education that will respond to the present and future demands of the employment markets. It should be in agreement with the requirements of each area, as proven in the different enterprises that hire and give jobs to our graduate.
- Train and develop in the students the skills and knowledge related to their profession, in accordance to the demands of the human resources of the community we serve.
- Provide support services that will facilitate the persistency of the student in the program and that will contribute to his academic and professional success.
- Develop in the students the necessary skills and attitudes needed in the use of learning resources, including the new developments in the area of educational technology.
- Provide the students with real laboratory experiences, so that they will familiarize themselves with the aspects of their future work.
- Develop in the student's small management competences in order to create their own employment as well as employment for other persons.

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ACADEMIC INFORMATION

Admission Requirements

- High school diploma or its equivalent
- Submit the following documents:
 - A complete application for admission
 - An official high school transcript or its equivalent
 - College Board or take the Institution placement test
 - A non-refundable application fee of \$15.00

Graduation Requirements

Students at Universidad del Este are eligible to receive their certificate degree after complying with the following requirements:

- Candidates for a certificate must pass the required number of courses in a diversified program of general and professional studies.
- They must have satisfactorily completed the prescribed number of Credits with a grade point average of 2.00 (C) or higher or as required in their program of studies.

- They must fill out an application for graduation at the Registrar's Office at the time they enroll for the last semester or summer session.
- Candidates for a certificate must submit themselves to the rules and graduation requirements of the year they expect to graduate.
- They must have satisfied all financial obligations to the Institution.
- A non-refundable application fee of \$185.00.
- Commencement Exercises will be celebrated once during the academic year, at the end of the second semester. Those students who meet the requirements for a certificate at the end of the first or second summer session or at the end of the first semester (August-December) should apply to the Registrar's Office for a certified statement showing that they have completed the requirements of their respective programs of study.

CERTIFICATE PROGRAM DESCRIPTION, GAINFUL EMPLOYMENT INFORMATION AND CURRICULAR SEQUENCE

ARCHITECTURAL DRAFTSMAN CERTIFICATE

This Architectural Draftsman Certificate is a program that prepares individuals to apply technical knowledge and skills to develop working drawings and electronic simulations for architectural and related construction projects. Includes instruction in basic construction and structural design, architectural rendering, architectural-aided drafting (CAD), layout and designs, architectural blueprint interpretation, building materials, and basic structural wiring diagramming.

CIP Code: 15.1303

Duration: 2 years

Occupational code		Occupational code link
17-3000	Offices of architects, engineers, developers, designers. Self-employment in delineation and design, engineering technicians	http://www.onetonline.org/link/summary/17-3011.00
17-3011	Draftsmen's of architectural plans	http://www.onetonline.org/link/summary/17-3011.01
17-3010	Draftsmen's	

Related costs

Study costs	Books and Materials	Median debt / Título IV
\$11,205.00 (subject to change)	\$293.25	\$2,888.00

Graduation Rate and Employability

Number of Graduate Students (2014-2015)	Graduation Rate	Employability Rate
Not available	%	Not available

COMPUTER REPAIR AND NETWORK INSTALLATION CERTIFICATE

This program prepares individuals to apply technical knowledge and skills to assemble, install, operate, maintain, and repair computers and related instruments. Includes instruction in power supplies, number systems, memory structure, buffers and registers, microprocessor design, peripheral equipment, programming, and networking.

CIP Code: 47.0104

Duration: 1 year and a half

Occupational code		Occupational code link
43-9011	Computer operators	http://www.onetonline.org/find/quick?s=43-9011
15-1150	Technical Support Specialists Computer	http://www.onetonline.org/link/summary/55-3017.00
15-1151	Technical Support Specialists Computer Users	
15-1152	Computer Support Specialists and Computer Network	
49-2011, 49-2010, 49-2000, 49-0000	Technical Support Specialist Computer Users, Technical Support Specialists Computer and Computer Networks, Computer Programmer Assistant. Auto jobs in computer repair	http://www.onetonline.org/link/summary/49-2011.00

Related Costs

Study costs	Books and Materials	Median Debt / Título IV
\$8,141.00 (subject to change)	\$519.21	\$2,888.00

Graduation Rate and Employability

Number of Graduate Students (2014-2015)	Graduation Rate	Employability Rate
15	%	Not available

GRAPHIC DESIGN AND DIGITAL PRODUCTION CERTIFICATE

The program Graphic Design and Digital Production is a program that prepares individuals to apply artistic and computer techniques to the interpretation of technical and commercial concepts. Includes instruction in computer-assisted art and design, printmaking, concepts sketching, technical drawing, color theory, imaging, studio technique, still and life modeling, multimedia applications, communication skills and commercial art business operations.

CIP-Code: 50.0409

Duration: 1 year and a half

Occupational code		Occupational code link
27-1024, 27-1020, 27-1000, 27-0000, 27-4011, 27-4010, 27-4000, 27-0000, 27-4032, 27-4030	Printers, advertising agencies, independent designers, self-employed, private and public companies. Also in TV productions across the network, the digital technology industry, digital media, virtual and multimedia publishers of stories, books and digital comics and more. Television, video and audio editing.	http://www.onetonline.org/link/summary/27-1011.00 http://www.onetonline.org/link/summary/27-1014.00 http://www.onetonline.org/link/summary/27-1024.00 http://www.onetonline.org/link/summary/27-4032.00

Related costs

Study costs	Books and Materials	Median Debt / Título IV
\$8,091 (subject to change)	\$235.00	\$2,888.00

Graduation Rate and Employability

Number of Graduate Students (2014-2015)	Graduation Rate	Employability Rate
51	%	Not available

ASSISTANT IN CRIMINAL JUSTICE CERTIFICATE

This is a program that prepares individuals to apply theories and practices of organization management and criminal justice to the administration of public law enforcement agencies and operations. Includes instruction in law enforcement history and theory, operational command leadership, administration of public police organizations, labor relations, incident response strategies, legal and regulatory responsibilities, budgeting, public relations, and organizational leadership.

CIP Code: 43.0103

Duration: 1 year and a half

Occupational code		Occupational code link
33-3000	Law enforcement workers	http://www.onetonline.org/link/summary/33-3012.00
33-3051 33-3050	Patrol agents and police Police officers	http://www.onetonline.org/link/summary/33-3051.00
33-9032 33-9030 33-9000	Public administration programs, public and private security, corrections systems, state police, security guards, private security companies	http://www.onetonline.org/link/summary/33-9032.00 http://www.onetonline.org/link/summary/33-9021.00

Related costs

Study costs	Books and Materials	Median Debt / Título IV
\$7,966.00 (subject to change)	\$319.89	\$2,888.00

Graduation Rate and Employability

Number of Graduate Students (2014-2015)	Graduation Rate	Employability Rate
50	%	Not available

ENTREPRENEURSHIP CERTIFICATE

This program is generally prepares individuals to perform development, marketing and management functions associated with owning and operating a business.

CIP Code: 52.0701

Duration: 1 year and a half

Occupational Code		Occupational Code link
41-9099	Home sales workers, news agents and Street vendors and related workers	http://www.onetonline.org/link/summary/41-9099.00
11-1021.00	General and Operations Managers	http://www.onetonline.org/link/summary/11-1021.00

Related costs

Study Costs	Books and Materials	Median Debt / Titulo IV
\$7,991.00 (subject to change)	\$340.00	2,888.00

Graduation Rate and Employability

Number of Graduate Students (2014-2015)	Graduation Rate	Employability Rate
2	%	Not available

HOTEL OPERATIONS CERTIFICATE

This hotel operation is a program that prepares individuals to manage operations and facilities that provide lodging services to the traveling public. Includes instruction in hospitality industry principles; supplies purchasing, storage and control; hotel facilities design and planning; hospitality industry law; personnel management and labor relations; financial management; marketing and sales promotion; convention and event management; front desk operations; and applications to specific types of hotels and motel operations.

CIP Code: 52.0904

Duration: 1 year and a half

Occupational Code		Occupational Code link
39-6012, 39-6010, 39-6000, 39-0000 43-4081, 43-4080, 43-4000, 43-0000 43-4181, 41-3041, 43-4081, 41-2011	Tourist offices, hotels, Customer Service, airlines, travel agencies, cruise, etc.	http://www.onetonline.org/find/quick?s=39-6012 http://www.onetonline.org/find/quick?s=434081 http://www.onetonline.org/find/quick?s=434180
43-4180		http://www.onetonline.org/find/quick?s=412011

Related costs

Study Costs	Books and Materials	Median Debt / Título IV
\$ 7,991.00 (subject to change)	\$715.25	\$2,888.00

Graduation Rate and Employability

Number of Graduate Students (2014-2015)	Graduation Rate	Employability Rate
25	%	Not available

PRATICAL NURSE CERTIFICATE

This program prepares individuals to assist in providing general nursing care under the direction of a registered nurse, physician or dentist. Includes instruction in taking patient vital signs, applying sterile dressings, patient health education, and assistance with examinations and treatment.

CIP Code: 51.3901

Duration: 1 year and a half

Occupational Code		Occupational Code link
51.1613	Licensed Practical/Vocational Nurse Training (LPN, LVN, Cert., Dipl, AAS	http://www.onetonline.org/link/summary/29-2061.00

Related costs

Study Costs	Books and Materials	Median Debt / Titulo IV
\$ 10, 837.00 (subject to change)	\$258.28	\$2,888.00

Graduation Rate and Employability

Number of Graduate Students (2014-2015)	Graduation Rate	Employability Rate
73	%	Not available

TEACHER'S ASSISTANT IN EARLY CHILDHOOD CERTIFICATE

It provides students with the skills and knowledge required to serve as assistant teacher at the preschool level. Ideal for people who perform work as assistant teachers are trained in a structured to promote knowledge and skills necessary to share the work of property master program.

CIP CODE: 13.1501

DURATION: 1 year and a half

Occupational code		Occupational code link
25-9041	Técnico de la Educación, Asistente de Instrucción, Asistente de maestro, asistente de maestro de Educación Especial, Asistente del Profesor	http://www.onetonline.org/link/summary/25-9041.00

Related costs

Study costs	Books and Materials	Median debt / Título IV
\$7,966.00	\$293.25	\$2,888.00

Graduation Rate and Employability

Number of Graduate Students (2014-2015)	Graduation Rate	Employability Rate
17	%	Not available

ENTREPRENEURSHIP CERTIFICATE

This program is generally prepares individuals to perform development, marketing and management functions associated with owning and operating a business.

CIP Code: 52.0701

Duration: 1 year and a half

Occupational Code		Occupational Code link
41-9099	Home sales workers, news agents and Street vendors and related workers	http://www.onetonline.org/link/summary/41-9099.00
11-1021.00	General and Operations Managers	http://www.onetonline.org/link/summary/11-1021.00

Related costs

Study Costs	Books and Materials	Median Debt / Titulo IV
\$7,835.00 (subject to change)	\$340.00	\$2,888.00

Graduation Rate and Employability

Number of Graduate Students (2014-2015)	Graduation Rate	Employability Rate
2	%	Not available

PROMOTION AND MARKETING WITH TECHNOLOGY INTEGRATION

CIP Code: Code 52.1499

Duration: 1 year and a half

Occupational Code		Occupational Code link
52.1499	Marketing, Other.	http://www.onetonline.org/link/summary/

Related costs

Study Costs	Books and Materials	Median Debt / Título IV
\$7,966.00 (subject to change)	\$340.00	\$2,888.00

Graduation Rate and Employability

Number of Graduate Students (2014-2015)	Graduation Rate	Employability Rate
Not available	%	Not available

DENTAL ASSISTANTS WITH EXPANDED FUNCTIONS

CIP Code: Code 51.0601

Duration: 2 year and a half

This program prepares individuals to provide patient care, take dental radiographs (x-ray photographs), prepare patients and equipment for dental procedures, and discharge office administrative functions under the supervision of dentists and dental hygienists. Includes instruction in medical record-keeping, general office duties, reception and patient intake, scheduling, equipment maintenance and sterilization, basic radiography, pre-and post-operative patient care and instruction, chairside assisting, taking tooth and mouth impressions, and supervised practice.

Occupational Code		Occupational Code link
31-9091	Dental Assistants	http://www.onetonline.org/link/summary/31-9091.00

Related costs

Study Costs	Books and Materials	Median Debt / Título IV
\$13,087 (subject to change)	\$258.28	\$2,888.00

Graduation Rate and Employability

Number of Graduate Students (2014-2015)	Graduation Rate	Employability Rate
Not available	%	Not available

LEADER OF RECREATION AND SPORTS PROGRAMS CERTIFICATE

This program is designed for program management of sport and recreation, municipal and community level. The leader's role is to recreation and sports activities sports, recreation for community members at all levels and ages. Keep sports equipment and physical facilities, make reports and monitor technical officers in charge. They are athletes, coaches and moderators in sports and recreational activities. Includes 100 hours of practice.

CIP Code: 31.0301

Duration: 1 year and a half

Occupational Code		Occupational Code link
39-3091	Wizards Fun and Recreation Facilities	http://www.onetonline.org/link/summary/39-3091.00
39-9032	Recreation workers	http://www.onetonline.org/find/quick?s=39-9032
27-2022, 27-2020, 27-2000 27-0000	Coaches, athletic supervisors, organizer of municipal recreation, community. Self-employment. Manager of sports facilities.	http://www.onetonline.org/link/summary/27-2022.00

Related costs

Study Costs	Books and Materials	Median Debt / Título IV
\$ 7,941.00 (subject to change)	\$258.28	\$2,888.00

Graduation Rate and Employability

Number of Graduate Students (2014-2015)	Graduation Rate	Employability Rate
9	%	Not available

MEDICAL INSURANCE BILLING

This program prepares students to perform and manage the medical and health insurance operations in a medical office, health care facility, health maintenance organization, or insurance provider.

CIP Code: 51.0716

Duration: 1 year and a half

Occupational Code		Occupational Code link
51.0716	Medical administrative/executive assistant and medical secretary.	http://www.onetonline.org/find/quick?s=51-0716

Related costs

Study Costs	Books and Materials	Median Debt / Título IV
\$6,920.00 (subject to change)	\$258.28	\$2,888.00

Graduation Rate and Employability

Number of Graduate Students (2014-2015)	Graduation Rate	Employability Rate
72	%	Not available

ARCHITECTONIC DRAFTSMAN CERTIFICATE

50 Credits	Credits
General Education Component	9
Professional Educational Component	3
Program Courses	38

General Education Component		9
MAGC 101+	Basic Mathematic I	3
ENGC 101 +	Basic English I: Speaking, Reading and Writing	3
SPGC 101+	Basic Spanish I: Reading, Writing and Oral Communication	3

Professional Educational Component		3
ARTC 101	Art Appreciation	3

Program Courses		38
DRAF 011	Table Drawing I	3
DRAF 011L	Table Drawing I Laboratory	2
DRAF 022	Table Drawing II	3
DRAF 022L	Table Drawing II Laboratory	2
DRAF 021	AutoCAD I	4
DRAF 032	Table Drawing III	3
DRAF 032L	Table Drawing III Laboratory	2
DRAF 031	AutoCAD II	4
DRAF 023	Methods, Materials, Cost Estimating & Regulations	3
DRAF 042	Table Drawing IV	3
DRAF 042	Table Drawing IV Laboratory	2
DRAF 041	AutoCAD III	4
DRAF 035	Reading & Interpretation of Construction Drawings	3

COMPUTER REPAIR AND NETWORK INSTALLATION CERTIFICATE

36 Credits	Credits
General Education Component	12
Professional Educational Component	9
Program Courses	15

General Education Component		12
SPGC 101+	Basic Spanish I: Reading, Writing and Oral Communication	3
ENGC 101 +	Basic English I: Speaking, Reading and Writing	3
ENGC 102 +	Basic English II: Speaking, Reading, and Writing in English	3
MAGC 101+	Basic Mathematic I	3

Professional Educational Component		9
MANC 101	Introduction to Business	3
COIC 111	Software Applications	3
COMC 110	Introduction to Computer and Software	3

Program Courses		15
CSSC 102	Operative Systems	3
CSSC 103	PC Troubleshooting and Maintenance I	3
CSSC 104	Introduction to Networks	3
CSSC 200	Network Hardware Installation and Maintenance	3
CSSC 205	Disaster Recovery	3

ETREPRENEURSHIP CERTIFICATE

33 Credits	Credits
General Education Component	12
Professional Educational Component	15
Program Courses	9

General Education Component		12
SPGC 101+	Basic Spanish I: Reading, Writing and Oral Communication	3
ENGC 101+	Basic English I: Speaking, Reading and Writing	3
ENGC 102+	Basic English II: Speaking, Reading, and Writing in English	3
MAGC 101+	Basic Mathematic I	3

Professional Educational Component		12
MANC 101	Introduction to Business	3
EMPC 101	Introduction to Entrepreneurship	3
COMC 110	Introduction to Computer and Software	3
ACOC 111	Elementary Accounting	3

Program Courses		9
MARC 210	Administrative Theory	3
MARC 213	Personnel Administration	3
MARC 204	Legal Aspects in Business	3

GRAPHIC DESIGN & DIGITAL PRODUCTION CERTIFICATE

36 Credits	Credits
General Education Component	9
Professional Educational Component	3
Program Courses	24

General Education Component		9
SPGC 101+	Basic Spanish I: Reading, Writing and Oral Communication	3
ENGC 101+	Basic English I: Speaking, Reading and Writing	3
ENGC 102+	Basic English II: Speaking, Reading, and Writing in English	3
Professional Educational Component		3
HUMA 230	Art and Music Appreciation	3

Program Courses		24
COMC 285	Web Page Design	3
COMC 210	Digital Photography	3
COMC 330	Digital Graphic Design	3
COMC 102	Introduction to Multimedia	3
COMC 340	Digital Sound Production	3
COMC 350	Management and Administration of a Media Company	3
COMC 420	Video Digital Production	3
COMC 430	Multimedia Production and Practical Seminar	3

ASSISTANT IN CRIMINAL JUSTICE CERTIFICATE

36 Credits	Credits
General Education Component	12
Professional Educational Component	3
Program Courses	21

General Education Component		12
SPGC 101+	Basic Spanish I: Reading, Writing and Oral Communication	3
ENGC 101+	Basic English I: Speaking, Reading and Writing	3
ENGC 102+	Basic English II: Speaking, Reading, and Writing in English	3
MAGC 101+	Basic Mathematic I	3

Professional Educational Component		3
PLEC 105	Constitutional Right of Puerto Rico	3

Program Courses		21
CRIT 103	Introduction to the Criminal Justice System	3
CRIT 203	General Principles of Penal Law and Crimes Against the Individual	3
CRIT 206	Introduction to Judicial Procedures	3
CRIT 320	Criminal Investigation	3
CRIT 333	Prevention and Sociological Aspects of Criminal Behavior	3
CRIT 340	The Justice System and Juvenile Delinquency	3
CRIT 415	Evidence, Case Preparation and Testimony	3

TEACHER'S ASSISTANT IN EARLY CHILDHOOD CERTIFICATE

42 Credits	Credits
General Education Component	18
Professional Educational Component	12
Program Courses	12

General Education Component		18
SPGC 101+	Basic Spanish I: Reading, Writing and Oral Communication	3
ENGC 101+	Basic English I: Speaking, Reading and Writing	3
MAGC 101+	Basic Mathematic I	3
HUGC 201	Development of Western Thought: Myth, Reason, and Knowledge	3
BIGC 101	Environmental Science	3
SOGC 201	The Human Being and Social Consciousness	3

Professional Educational Component		12
ECEC 171	Human Growth and Development I	3
ECEC 202	Integration of Technology in Education	3
ECEC 204	Nature and Needs of Exceptional Children and Inclusion	3
ECEC 305	Sociological Foundation of Education	3

Program Courses		12
ETEC 173	Introduction to the Early Childhood Education (0-8 years)	3
ETEC 200	Play and Arts as Educational Strategies (0-8 years)	3
ETEC 201	The Family as Principal Axis of a Community of Learning (0-8 years)	3
ETEC 308	Management of the Early Childhood Education Environment (0-8 years) Includes 100 hours of practice	3

HOTEL OPERATION CERTIFICATE

36 Credits	Credits
General Education Component	12
Program Courses	18
Professional Educational Component	6

General Education Component		12
SPGC 101+	Basic Spanish I: Reading, Writing and Oral Communication	3
ENG 101 +	Basic English I: Speaking, Reading and Writing	3
ENG 102+	Basic English II: Speaking, Reading, and Writing in English	3
MAGC 101+	Basic Mathematic I	3

Professional Educational Component		18
HOPC 101	Introduction to Hospitality	3
HOPC 107	Food and Beverage Management	3
HOPC 210	Purchasing and Menu Development	3
HOPC 180	Guest Services	3
HOPC 370	Hospitality Sales and Marketing	3
ENG 246	Conversational English	3

Program Courses		6
HOPC 205	Professional Etiquette for the Hospitality Industry	3
HMHC 300	Rooms Divisions I	3

PRACTICAL NURSE CERTIFICATE

47 Credits	Credits
General Education Component	12
Professional Educational Component	8
Program Courses	27

General Education Component		12
SPGC 101+	Basic Spanish I: Reading, Writing and Oral Communication	3
ENGC 101+	Basic English I: Speaking, Reading and Writing	3
ENGC 102+	Basic English II: Speaking, Reading, and Writing in English	3
MAGC 101+	Basic Mathematic I	3

Professional Educational Component		8
HEST 104	Anatomy & Physiology	4
HEST 104L	Anatomy & Physiology (Lab)	0
HEST 107	Microbiology for Health Professionals	4
HEST 107L	Microbiology for Health Professionals (Lab)	0

Program Courses		27
NURC 101	Introduction to Nursing	2
NURC 102	Fundamentals of Nursing	5
NURC 102L	Fundamentals of Nursing (Lab)	0
NURC 104	Maternal-Child Nursing	5
NURC 104L	Maternal-Child Nursing (Lab)	0
NURC 105	Pediatric Nursing	5
NURC 105L	Pediatric Nursing (Lab)	0
NURC 106	Adult and Elder Nursing	5
NURC 106L	Adult and Elder Nursing (Lab)	0
NURC 107	Psychiatric Nursing	5
NURC 107L	Psychiatric Nursing (LAB)	0

MEDICAL INSURANCE BILLING CERTIFICATE

30 Credits	Credits
General Education Component	9
Program Courses	21

General Education Component		9
SPGC 101+	Basic Spanish I: Reading, Writing and Oral Communication	3
ENGC 101+	Basic English I: Speaking, Reading and Writing	3
MAGC 101	Basic Mathematic I	3

Program Courses		21
MIBC 101	Medical terminology and abbreviations	3
MIBC 102	Medical Services' Billings	3
MIBC 103	Clinical and professional coding	3
MIBC 105	Billing and Electronic Record	3
MIBC 106	Reconciliation & Auditing	3
MIBC 107	Health, safety and medical/legal aspects	3
MIBC 110 (P)	Práctica en Facturación Medica (100 horas)	3

PROMOTION AND MARKETING WITH TECHNOLOGY INTEGRATION CERTIFICATE

36 Credits	Credits
General Education Component	12
Professional Educational Component	9
Program Courses	15

General Education Component		12
SPGC 101+	Español Básico I: Comunicación Oral y Escrita	3
ENG 101+	Basic College English I	3
ENG 102+	Basic College English II	3
MAGC 101+	Matemática Básica	3

Professional Educational Component		9
MANC 101	Introduction to Business	3
EMPC 101	Introduction to Entrepreneurship	3
MARC 133	Fundamentals of Marketing	3

Program Courses		15
MARC 205	Creative Strategies Integrating	3
MARC 251	Advertising and Promotion Integrating Technology	3
MARC 206	Consumer Behavior	3
MARC 302	Service Marketing	3
MARC 350	Marketing in Digital Media	3

DENTAL ASSISTANT WITH EXPANDED FUNCTIONS CERTIFICATE

57 Credits	Credits
General Education Component	9
Professional Educational Component	6
Program Courses	42

General Education Component		9
SPGC 101+	Español Básico I: Comunicación Oral y Escrita	3
ENGC 101+	Basic College English I	3
ENGC 102+	Basic College English II	3

Professional Educational Component		6
HEST 104	Anatomy & Physiology	4
HEST 104L	Anatomy & Physiology (Lab)	0
DENT 107	Dentalmax Billing	2

Program Courses		42
DENT 100	Head and Neck Anatomy	3
DENT 101	Oral Histology and Dental Anatomy	4
DENT 103	Dental Microbiology	3
DENT 113	Oral Pathology	3
DENT 119	Dental Radiology I	4
DENT 129	Preclinical Practice Lab I	5
DENT 140	Dental Radiology Lab II	4
DENT 145	Preclinical Practice II	5
DENT 170	Internal Clinical Practice	3
DENT 180	External Clinical Practice	4
DENT 162	Dental Clinical Seminar	2
DENT 165	Dental Practice Management & Ethics	2

COURSE DESCRIPTIONS

ACOC 111 Elementary Accounting I 3 Credits

The course emphasizes an understanding of the complete accounting cycle. It also includes the basic accounting principles and procedures that are applied to inventory, accounts receivable, voucher systems, and bank reconciliation. Include Laboratory.

ARTC 101 Art Appreciation 2 Credits

This course is designed to develop in the student a broad understanding of the basic principles of art. The student will also gain aesthetic appreciation of great masterpieces.

BIGC 101 Environmental Science 3 Credits

Study of the main issues related to Environmental Sciences: ecosystems, biodiversity, population balance, management of natural resources, energy and pollution among others, from the perspective of sustainable development. Contextualization of the issues to the case of Puerto Rico, while considering the overall look of them worldwide. Emphasis on the development of knowledge, skills and critical thinking proficiency, through analysis of current environmental problems, which allow the student to evaluate and propose solutions to them from scientific literacy. In addition it facilitates the development of skills related to research, new technologies and communication.

COMC 330 Digital Graphic Design 3 Credits

This course focuses on the great movements of graphic design, its rationale and application in the preparation of sketches, brochures, business cards and posters. In addition, it focuses on the need to find the creativity to achieve a greater responsiveness of the public they will spread the message to. Students must approve COMC 210 as a pre-requisite for this course.

COMC 210 Digital Photography 3 Credits

This is a laboratory-intensive course that emphasizes communication technology, digital photography and its tools, techniques and modalities. Through class discussions and work in the laboratory the student will recognize technologies such as black-and-white photography, color photography, computers, satellite, telephone and Internet transmissions, and will work on photography projects from the development of a concept to final product. The course will entail two 2-hour weekly meetings at the digital media laboratory. It will be offered in a semester.

COMC 340 Digital Sound Production 3 Credits

The study of the principles and techniques of digital audio production. Theoretical aspects of this course present a general vision of Radio as an industry. Sound production's legal, esthetical and managerial aspects are also studied in combination with the audience, programming, script writing, equipment and production facilities. This course emphasizes on content production. Students will create programming by handling industry standard software. The nature of sound and its theoretical principles will be used in the recording, editing and broadcasting processes for the radio, video and web. Students must approve COMM 102 as a pre-requisite for this course.

COMC 420 Digital Video Production
3 Credits

Introductory course to the theory and practice of video production and direction. This course offers an integrated perspective of the television business; its role and performance. The theoretical aspect includes the fundamental concepts of audiovisual production as well as the legal, ethical and managerial elements. It will also incorporate the development of an audiovisual concept; script writing; the proposal; the production stages; the production crew; equipment's; distribution and marketing of the final product. The practical component of the course includes technical and aesthetical aspects in several audiovisual content creations and the use of recording and digital editing equipment. Students must approve COMC 210, 330 and 340 as pre-requisites for this course.

COMC 102 Introduction to Multimedia
3 Credits

Panoramic study of the mass media. Includes historical development, organization, structure, characteristics, and analysis of social responsibility, as well as, the impact that media has over the public. The course is developed through discussions, critical analysis, readings, case analysis, presentations and the responsible use of technology. It is offered one semester. Students must approve COMC 101 as a pre-requisite for this course.

COMC 350 Management and Administration of a Media Company
3 Credits

This course provides students with the necessary tools for the management, planning and organization of a communications company. It will emphasize on the challenges and the new trends of the communications industry modern development. The course will direct students to integrate management and communications concepts into a social-entrepreneurial strategy.

COMC 430 Multimedia Production and Practice Seminar
3 Credits

This course focuses on the study and practice of various digital media related to graphic design, websites, photography and video. Presents the development of the creative arts directed towards the converging media and its application in computer graphics arts. In addition, it addresses the complexity of multimedia production, in its aspects of design and technical solution in hardware and software. It is offered in one semester. Students must approve COMC 340 and 420 as pre-requisites for this course.

COMC 285 Web Page Design
3 Credits

This course introduces students to tools used today to develop Web pages. The course is taught in a laboratory and includes technologies such as HTML and Content Management Systems (CMS), and other complementary technologies. Students must approve COMC 102 as a pre-requisite for this course.

COIC 111 Software Applications for Business Administration
4 Credits

Study of the fundamental concepts and applications of information systems relating to business. Integration of application programs for business productivity such as database management system (DBMS), statistical and graphical functions in spreadsheets. The course develops an evaluative environment and through practical exercises in a computer lab. One semester, 3 hours a week. Prerequisite: COMC 110

CRIT 320 Criminal Investigation
3 Credits

The course of Criminal Investigation consists of the study of the origin and evolution of the criminal investigation and its relation with the antisocial in Puerto Rico. The process of the investigation of the felony from the study of the scene where the crime was committed until the judicial process takes place. The basic techniques of scientific interviews cross examination, and the modern methods for the investigation of crime.

CRIT 206 Criminal Procedure
3 Credits

This course is a study of the established procedures for the treatment of lawbreakers. Also covered are the criminal procedures to be followed in the investigation, arrest and the corrective measures applied. Attention is also given to civil rights of citizens and important decisions of the Supreme Court. Students must approve CRIT 103 and 203 as pre-requisites for this course.

CRIT 415 Evidence, Case Preparation, and Testimony
3 Credits

A study of the rules of evidence relating to the judicial process, with emphasis on hearsay and its exception, how to prepare an effective presentation of a case before a court, and how to present to evidence. Students must approve CRIT 103, 203 and 206 as pre-requisites for this course.

CRIT 203 General Principles of the Penal Code and Crimes against Individuals and Property
3 Credits

The general principles of the penal code of Puerto Rico are studied. The topics covered are criminal intention, tentative, authors. The conspiracy, classification of crimes, criminal concealment, the defenses, penalties, aggravating circumstance, the theory of the physiology of causality. Included are crimes against the person and property. Case study and jurisprudence.

CRIT 103 Introduction to Criminal Justice
3 Credits

Introductory course in which the origin and development of the Criminal Justice system in Puerto Rico will be studied. The class will examine the aspect and basic functions of the police, the courts, the lawyers of the defense, the district attorney, the correction facilities and the juvenile justice system. Consideration is given to the study of the crime, definition, reach and factors associated with crime.

CRIT 333 Prevention and Sociological Aspects of Criminal Behavior
3 Credits

Sociological study of criminal behavior based in the search of its etiology. This course emphasizes in the analysis of the criminal phenomenon, based on sociological and criminological theories of crime. Students will analyze the individual and collective effects of crime. They will also develop proposals and discuss the public policies related to prevention, intervention and treatment of crime worldwide.

CRIT 340 The Justice System and Juvenile Delinquency
3 Credits

The course presents a broad vision of juvenile delinquency. The theories relating to the causes of delinquency (nature and extent) are studied in order to analyze the causes of illegal behavior of youths, within the context of the family, school, and community, are discussed. Delinquent behavior and due process of the law related to the modern social institutions in Puerto Rico will be discussed. The students will analyze the social relations to the problems of juvenile crime (prevention, treatment, and control), as well as, the

analysis of the history and role of the juvenile court system. Students must approve CRIT 103 and 203 as pre-requisites for this course.

CSSC 205 Disaster Recovery
3 Credits

This course presents methods to identify vulnerabilities and how to take appropriate countermeasures to prevent and mitigate failure risks for an organization. Also presents the students the principles of disaster recovery, including the preparation of a disaster recovery plan, assessment of risks in the enterprise, development of policies and procedures, understanding the roles and relationships of various members of an organization, testing and rehearsal of the plan, implementation of the plan, and actually recovering from a disaster. Prerequisite: CSSC 200

CSSC 104 Introduction to Networks
3 Credits

This course is an introduction to the fundamentals, basic concepts, and terminology of networks. Topics include access and use of the Internet, intranet and networking hardware and software. Prerequisite: CSSC 103.

CSSC 200 Network Hardware Installation and Maintenance
3 Credits

This course covers the assembly of the components of a network. Students will apply their knowledge in the installation, configuration and troubleshooting in a network. They will learn how to connect buildings using microwave antennae and all the wiring to be used. They will learn about the use of tools for measuring the behavior of a network to identify problems. Prerequisite: CSSC 104

CSSC 102 Operating Systems
3 Credits

This course covers the assembly of the components of a network. Students will apply their knowledge in the installation, configuration and troubleshooting in a network. They will learn how to connect buildings using microwave antennae and all the wiring to be used. They will learn about the use of tools for measuring the behavior of a network to identify problems. Prerequisite: CSSC 104

CSSC 103 PC Troubleshooting and Maintenance I
3 Credits

This introductory course teaches how to set up, operate, and maintain a personal computer. Students will gain practical hands-on experience in the following areas: installing software packages, preventive maintenance, diagnostic testing, and peripheral interfacing.

DRAF 021 AutoCAD I
4 Credits

This is an introductory course of AUTOCAD computer aided drafting software. Students learn the advantages and disadvantages of using computer graphics as well as fundamental capabilities of the basic program, including drawing and editing entities (lines, circles), plotting drawings, working with layers, working with text and dimensional drawings. This course is an introduction to DRAF 022-022L. Prerequisites: DRAF 011 – DRAF 011L

DRAF 031 AutoCAD II
4 Credits

This course studies the advanced AUTOCAD graphic program. It includes dimension, editing, style, tolerance, "GRIPS" editing, and sectional lines. Seven hours per week with laboratory. Prerequisite: DRAF 021

DRAF 041 AutoCAD III
4 Credits

This course studies the AUTOCAD graphic program. It includes 3D dimension, editing, style, and tolerance, "grip" editing and sectional lines. Seven hours per week with laboratory. Prerequisite: DRAF 031

DRAF 223 Construction Methods & Materials
3 Credits

This course introduces the students to the basic principles of construction. The students work with different types of building material and construction techniques, floors and walls. A mayor emphasis is placed on the architectural representation of the building elements (how they are drawn). Three hours per week.

DRAF 011 Drafting I
3 Credits

This course introduces the students to the drafting profession and the basic principles of drafting. Students work with drafting instruments, alphabet lettering, lines, geometric applications, multisided projections, view sections, isometric, oblique, perspective auxiliary views, hand croquets, dimensional pictorials. The work is done on a traditional drafting table. Ten hours per week with laboratory.

DRAF 022 Drafting II
5 Credits

This course introduces the students to the elements of architectural drafting, such as learning how to draw and dimension floor plans, elevations (facades) and architectural sections. It includes dimensional drawings. The course concludes with a final project that consists of drawing a residence using class concepts. Ten hours per week with laboratory. Prerequisite: DRAF 011-DRAF 011L

DRAF 032 Drafting III
5 Credits

In this course the students draw electrical distribution of light and energy of residences, and its plumbing system. The aim is to familiarize the students with the nomenclature and organization of drawings. The students practice at drawing tables. At the conclusion of this course, the student prepares a project that includes a drawing of the areas of structure sections of a building, sanitary and potable water isometrics of a building, and electrical diagrams of a building and other details studied in the class. Ten hours per week with laboratory. Prerequisite: DRAF 011-DRAF 011L, DRAF 022-DRAF 022L

DRAF 042 Drafting IV
5 Credits

This course prepares the student in the facets of foundations, situation plans and localization, reading topographic maps, and additional topics on surveying transversal and card calculation. The work is done at a drawing table. The class concludes with a final project in which the student draws the localization of a residence in a level according to the zombification zone. Nine hours per week with laboratory. Prerequisite: DRAF 032-DRAF 032L

DRAF 035 Reading and Interpretation of Construction Drawings
3 Credits

This course is scheduled to train students in reading and interpreting construction drawings. The emphasis of the class is for students to acquire tools of understand and interpret a set of construction plans, organize the set of drawings and learn the meaning of symbols, textures and abbreviations. This course will prepare the student to differentiate between general and specific notes, which are an

integral part of the construction documents. The course concludes with a final project where each student will prepare a sheet set template in AutoCAD.

DRAF 031 AutoCAD II
4 Credits

This course is the advanced technique of AutoCAD to create libraries of symbols and to build isometric drawings. The emphasis of the course is to prepare civil drawings (structural), mechanics (plumbing) and power necessary for the preparation of a document of construction. Students will design their own libraries of symbols (pumps, receptacles, switches, etc.) which are necessary for the understanding of the document. Once designed, the students will learn how to use these libraries of symbols already created for "AutoCAD" in the respective drawings. The course concludes with a final project where are elaborated in detail the structural, plumbing and electrical drawings of a two-bedroom residence which the student developed his architectural plans in the course of 121 brand. Prerequisite: DRAF 022-DRAF 022L

DRAF 023 Methods, Materials, Cost Estimating and Regulations
3 Credits

This course introduces the student to the fundamentals of cost estimating and regulations. From the drawings the students estimate the portion of cost of the necessary quantity of equipment. Students work with basic cost estimating formulas for the different areas. It also introduces the students to the basic principles of construction. The students work with different types of building material and construction techniques, floors and walls. A mayor emphasis is placed on the architectural representation of the building elements (how they are drawn). Three hours per week.

EMPC 101 Introduction to Entrepreneurship
3 Credits

This course is designed to provide the student with a broad vision of an entrepreneurial career. It covers the principles and procedures of creative thinking and leadership. Creative Problem Solving research and application will be used to develop creative leadership. By internalizing creativity principles and procedures students will develop a mindset and skills essential to leadership and entrepreneurship.

ENGC 101 Basic English I: Speaking, reading and writing
3 Credits

An integrated language arts approach will be used in which the oral and written communication competencies and skills will stem from the reading activities. The focus of this course is to introduce the basic oral communication, reading comprehension, and writing competencies from an international and local awareness perspective. Students will engage on the refinement of oral communication competencies in verbal and nonverbal interactions to fit the purpose and context of diverse situations. Reading competencies will include comprehension and analysis of fiction and non-fiction texts leading to write from paragraphs to short essays. It is designed to develop the student's ability to communicate effectively in oral and written forms. Students will be assigned additional tasks through an online laboratory as an integral requirement of the course. The course is competency-focused and encourages the responsible use of technology and information skills to generate new knowledge.

ENGC 102 Basic English II: Speaking, Reading, and Writing in English
3 Credits

An integrated language arts approach will be used in which the oral and written communication competencies and skills will stem from the reading activities. The focus of this course is to strengthen the basic oral communication, reading comprehension, and writing competencies from an international and local awareness perspective. Students will engage on the refinement of oral communication competencies in verbal and nonverbal interactions to fit the purpose and context of diverse situations. Reading competencies will include comprehension and analysis of fiction and non-fiction texts

leading to write from paragraphs to short essays. It is designed to develop the student's ability to communicate effectively in oral and written forms. Students will be assigned additional tasks through an online laboratory as an integral requirement of the course. The course is competency-focused and encourages the responsible use of technology and information skills to generate new knowledge.

ENGC 246 Conversational English
3 Credits

This course provides intensive speaking and listening practice in everyday situations in order to strengthen and increase fluency and accuracy. Topics of general interest relative to aspects of the process of communicating, such as verbal and nonverbal communication, are discussed. Oral presentations, role-playing, and group discussion are used. Research activities will be developed through the integration of technology by individual, pair or group work. This course includes laboratory experiences to aid in improving pronunciation.

ECEC 171 Human Growth and Development I
3 Credits

Interdisciplinary study of human development from conception through adolescence. The course integrates the physical, cognitive, socio-emotional and moral dimensions of the individual and their implications for educational practice. It analyzes the development from cases that are contextualized in the sociohistorical, cultural and educational context. The course is developed through case analysis and observations of the developing child.

ECEC 202 Integration of Technology in Education
3 Credits

The study of the systematic integration of technology in the design of teaching and learning strategies, the management of equipment and the use of technological resources and the assessment of learning in a technology integration. The course is based on the development of instructional activities that meet the ISTE technology standards (International Society for Technology in Education) including the identification and management of trusted sources of information and their adaptation to the curriculum. The course is offered in a computer lab environment that fosters interactivity and use of technological equipment.

ETEC 173 Introduction to Early Childhood Education
3 Credits

The course offers an overview of the field of early childhood education. Aspects such as: history, legislation, public policy, philosophy, curricula and the early childhood profession are analyzed. A proper understanding of the reasons, rationale, importance, and objectives of early childhood education in contemporary society and in the next decades is addressed. Discussion of the early childhood education professionals: characteristics of early childhood educators, alternative careers within the field, learning styles, ethic code and professionalism.

ETEC 308 Management of the Early Childhood Education Environment
3 Credits

Provides a strong foundation about design, management and interpersonal relationship in the learning environment. Interaction between environment and significant learning is addressed.

ECEC 204 Nature and Needs of Exceptional Children and Inclusion
3 Credits

Introductory course to the study of historical, legal, service and inclusion dimensions of the exceptional student. Discussion of the etiology, characteristics and manifestations of the identified conditions. Emphasis on the teacher's responsibility to accommodations and modifications for inclusive classroom or in a less restrictive environment. The course is developed through case analysis and observations in the school setting.

ECEC 200 Play and Arts as Educational Strategies
3 Credits

Emphasis in play and arts in early childhood education and the relation with development and appropriated practices of 0-8. Explore and planning in how the content areas support the use of play and the arts as educational strategy included the different theories. Importance of the teacher role as center for the teaching and learning process in early childhood (level 0-8). Use of manipulatives and simulations as part of the assessment process.

ECEC 305 Sociological Foundations of Education
3 Credits

Analyzes sociological foundations and their relation to the educational process. Examines social problems that affect educational development. Interrelations between culture, education, social change, social groups, school and community. Allows the opportunity to explore current social problems and how those influence the educational process, the immediate community and sociocultural changes. Prerequisites: SOGC 201

ETEC 201 The Family as Principal Axis of a Community of Learning
3 Credits

Interdisciplinary study of human development from conception through adolescence. The course integrates the physical, cognitive, socio-emotional and moral dimensions of the individual and their implications for educational practice. It analyzes the development from cases that are contextualized in the sociohistorical, cultural and educational context. The course is developed through case analysis and observations of the developing child.

HEST 104 Human Anatomy and Physiology I
4 Credits

The course offers fundamental concepts of anatomy and human physiology. The relationship between structure, function and its integration within the different systems of the human body are emphasized. Pathological conditions, diagnostic exams and diagnosis and treatment will be discussed. The course covers the basic principles of biochemistry and cellular biology, the circulatory (cardiovascular and lymphatic), respiratory, digestive, immune, reproductive and urinary systems. The course incorporates medical terminology and exams in order to recognize structures, pathologies or illnesses. The responsible use of technology is encouraged. One semester, 3 hours of lecture and 3 hours of Laboratory per week.

HEST 107 Microbiology for Health Professionals
4Credits

The course provides students with microbiology fundamentals and their relationship to individual health. The course permits the student to develop skills and competencies necessary for effective and safe performance in the clinical-hospital setting. Through the theoretic component the student familiarizes himself with different groups of microorganisms, paying program attention to those which affect human health. Attention is focused on the basic principles of microbiology such as morphology, physiology, identification and bacterial afflictions, molds, viruses and their relationship to diseases. In addition, infection epidemiology, host defenses and immunological principles and the application of this knowledge in the prevention of disease are developed in this course. The laboratory component

provides the student with skills related to aseptic techniques, disinfection, tincture, isolation and culture of microorganisms. Methods of bacterial growth control are also emphasized. One semester, three hours of lecture and 3 hours of laboratory per week.

HOPC 107 Food & Beverage Operations
3 Credits

Overview of foodservice and beverage operations in the commercial and non-commercial segments. Discussion of the fundamentals of managing these operations to maximize service, efficiency, and productivity. Emphasis is placed on menu theory, production planning and service techniques used to exceed guest expectations. The course is developed through class discussion and teamwork assignments and discussion. The course will use the Internet as a research tool and MS Words for paper and projects.

HOPC 180 Guest Services
3 Credits

The exploration of the role of service in a successful hospitality operation. Topics discussed encompass: handling difficult guests, dealing with complaints, developing listening skills, and improving guest satisfaction. Introduction to the service philosophy. The course will use the Internet among others research tools, Email as means of communication and MS Word and Power Point for papers and projects.

HOPC 101 Introduction to the Hospitality Industry
3 Credits

This course introduces the student to the most important areas within the Hospitality Industry, the professional career options within the industry and the management functions associated with each area. Special importance will be given to Lodging, Food and Beverage, and the Meeting industries. Case studies, group dynamics, teamwork, and class discussions will introduce students to effective management styles, the use of the decision making process to resolve managerial situations and the development of strategic management thinking skills. Guest speakers from the industry will share their experiences with students. The course will use the Internet as a research tool, e-mail and Blackboard as means of communication, and MS Word and PowerPoint for projects and presentations.

HOPC 205 Professional Etiquette for the Hospitality Industry
3 Credits

In this course students will work on their visual and vocal image to develop their ability to address individuals and groups in a professional and dynamic way. They will also be guided to develop a professional image that fits the hospitality industry standards without losing their own identity. Special emphasis will be given to improving the students' vocal range (including projection, diction, pacing, and pitch) and body language (including facial expressions, gestures, posture, and purposeful movement) through hands-on training. This course will help students understand how others form impressions of them based on their voice and body language, learn how to develop and manage their physical appearance and tone to create the desired image, and learn how to control these factors so that they can respond to situations while maintaining a positive attitude. The course will use the Internet as a research tool, the Email as a means of communications and MS Word for papers and projects.

HOPC 370 Hospitality Sales and Marketing
3 Credits

This course immerses the students into the functions and principles of hospitality sales and marketing. Students will learn the essential sales and marketing functions. The course incorporates the development of a marketing plan with emphasis on sales and marketing techniques, target marketing, advertising, public relations, and market study and analysis. The course uses the Internet among other research tools, email as means of communication, and MS Word, Excel and Power Point for projects and presentations.

HUMC 230 Art and Music Appreciation
3 Credits

Study of the four principle arts: architecture, sculpture, painting, and music. Emphasis on the fundamental resources of communication and resources of communication and expression of each of the arts; and analysis of works of art from the eye of the artist to the perspective of the spectator. The course will be carried out through the use of conceptual mapping, cooperative work, field trips, reflections, and research projects with the responsible use of technology.

HMHC 300 Rooms Division Management I
3 Credits

This course presents the functions of the program components of the rooms division within a hotel. The interaction with this division and the other areas of the hotel are explored in relationship to customer service. The course will use the Internet as a research tool, Fidelio software, and e-mail as means of communication and MS Word and Excel for papers and projects. Prerequisite: HOPC 101

MARC 251 Advertising and Promotion
3 Credits

This course introduces the student to the exciting world of advertising and promotion. In it the student will study the advertising process in detail, the advertising systems and methods of the past decades and the present one. Emphasis will be placed on the technical aspects of the media and the strategies to be developed.

MARC 206 Consumer Behavior
3 Credits

This course presents insights into consumer behavior and how it developed from other disciplines. Areas relevant to the field, such as: social and cultural influences to consumer behavior, individual influences and choice, the consumer decision processes, consumer's environment and consumerism are discussed. Offers practical applications of these concepts to marketing situations.

MARC 205 Creative Selling
3 Credits

The purpose of this course is to introduce the student to the development of sales strategies. The principles and sales techniques and their applications in business are analyzed thoroughly. The course emphasizes those elements, which the salesman should use to convince the customers to buy his products, and the presentation of the characteristics, advantages and uses of the product.

MARC 133 Fundamentals of Marketing
3 Credits

This course studies marketing as a business function and social process, including problems and policies of manufacturers, wholesalers and retailers in the marketing of goods and services. Studies channels of distribution, unfair competition, functions of sales departments, market research and analysis applied to economic conditions in Puerto Rico. One semester, 3 hours weekly.

MANC 101 Introduction to Business
3 Credits

The course presents a study of business, its nature, its environment and opportunities. It introduces students to the broad principles of business in the fields of marketing, finance, organization and administration, and teaches the application of behavioral science by management. It also applies case studies to encourage analytical thinking. This course is a prerequisite for all other business courses. One semester, 3 hours weekly.

MARC 302 Service Marketing
3 Credits

The purpose of this course is to analyze the basic principles of service management. It will focus on the services marketing mix and its peculiar characteristic. It includes special services such as: health, professional, bank, financial, sports, tourism, telecommunication and information systems services.

MARC 350 Marketing in Digital Media
3 Credits

This course will cover marketing, advertising and communication strategies in the new media landscape where traditional media (television, print) and the online social media co-exist. The focus of this course will be on understanding social media and social media marketing strategies, website promotion, e-mail and search marketing, search engine optimization, paid search, blogging, wikis, interactive TV, mobile marketing, QR codes, how to track their effectiveness, integrating digital marketing and mobile campaigns with traditional marketing within the global marketing mix. Legislation's, regulations and codes of practice and ethics are also examined. Students will be expected to have knowledge about the fundamentals of traditional advertising methods and strategies. Pre-requisites: MARC 133

MAGC 101 Basic Mathematics I
3 Credits

Study of integer numbers, fractions, decimals, ratios, proportions and percentages numbers. It includes statistical concepts such as interpreting graphs and measures of central tendency. Emphasis on problem solving applied to situations of daily life and other areas of knowledge. Technology and information resources should be use in a responsible manner. It focuses on the development of technological and quantitative reasoning competences. The course consists of three (3) hours of lecture and includes laboratory practice.

MIBC 101 Medical Terminology and Abbreviations
3 Credits

This course introduces the student in the knowledge and use of the vocabulary, concepts and terms frequently used in medical offices and other places where health services are offered. It is divided into four basic sections: 1) etymology of the medical terms (prefix, root, and suffix) 2) common abbreviations 3) systems of the human body (function, organs, conditions or related diseases) 4) medical specialties' and sub-specialties' and their functions. The course includes concepts that will be useful in the process of selecting a diagnostic code using the ICD-10 classification system. One semester, three hours per week.

MIBC 102 Medical Services Billings
3 Credits

This course aims that the student understands and familiarizes with the different health insurance companies in Puerto Rico. It emphasizes in cards, contracts, and coverages that insurance company's offer and the code system that service providers are required to use. The course presents the correct documentation necessary to submit claims based on the patient's insurance selection. Also discusses the future adjustments that will have the claims process and presents the CMS 1500-2012 (HIPAA 5010) invoice as the manual alternative for claims coded with the ICD-10 classification system. One semester, three hours per week.

MIBC 103 Clinical and professional coding
3 Credits

In this course the student will learn to identify and select services' codes procedures and diagnoses that are assigned to outpatient services. Skills will be practiced manually using the ICD-9-CM, ICD - 10 CM and CPT book. The student will use the appropriate code

in the CMS 1500 form-2012 and any information required to be coded. Also the student will use the "progress note", "superbill" and the evaluation and management guide to help speed up the coding process. Emphasis will be in the ICD-10-CM coding and in coding of services and CPT procedures. One semester, three hours per week.

MIBC 105 Billing and Electronic Record
3 Credits

In this course the student perform activities related to the billing of medical bills, referrals, pre-authorizations, and other elements of transmission related to billing for medical services (PHI). The student learns to use a "clearinghouse" and a program (Office Management / Secure Claim) to complete the billing process. The transmission process recipients are insurance providers, pharmacies and other services providers. Students learn to work with an electronic medical record designed for medical offices (EHR) and feed the required campuses the corresponding data fields. In addition, students work with the digitalization of paper and electronic documents and establish the rules of migration, the electronic prescription and safety rules that establishes the Puerto Rico and federal laws. One semester, three hours per week.

MIBC 106 Reconciliation & Auditing
3 Credits

This course aims students to acquire the knowledge to assess the claims and payment process, identify possible errors, reconcile the evidence of payment, recover and mitigate loss for unpaid medical services and know the steps to follow in order to perform an audit in a medical office or outpatient areas. The student will learn the technical or specialized vocabulary and terminology commonly used in the insurance companies and the health insurance industry. Emphasis is given to the procedures that are used in the different health insurance companies, Medicare, Government Health Plan and their policies, claims and payment skills, policies, billing procedures and audit processes.
One semester, three hours per week.

MIBC 107 Health, safety and medical/legal aspects
3 Credits

This course studies one of the many uses of medical records: its use as legal protection to the patient and to the institution that provides the health care services. It covers the legal requirements of medical records in relation to its retention, security controls, maintenance and confidentiality regarding information treatments, within the institution as well as outside. Emphasizes is given in the application of professional ethics and legal medical aspects in the health information system. One semester, three hours per week.

MIBC 110P Medical Billing Practice

This course is designed to allow students to participate in a supervised setting to gain practice experience in a health information department or other approved practice setting in a professional health services organization. Through the application of concepts and theories, student will demonstrate skills in record management, data analysis and retention, confidentiality of health information, and the billing and coding process. One semester, three hours of theory per week and the student must complete (100) hours of professional practice experience during the semester.

NURC 101 Introduction to Nursing
2 Credits

This is an introductory course to the discipline of Nursing. The historical evolution of nursing and different theories of nursing is discussed. The contribution of distinguished personalities in Nursing from Puerto Rico and the United States are discussed as well. The conceptual framework of the nursing program, as well as, laws and legislation applicable to the nursing profession and their implications to the clinical practice are presented. Ethical and moral aspects of the profession are also discussed. The course requires a two (2) hour lecture a week.

NURC 102 Fundamentals of Nursing
5 Credits

This course is designed to develop the knowledge base and the basic nursing skills to enable the learner to perform satisfactorily during the course and also in future clinical experiences. The fundamentals of nursing care and basic skills are discussed so that the learner can lead the client towards the satisfaction of his basic needs such as hygiene, physical and psychological comfortless, safety, prevention and control of infections. The course includes three (3) lecture hours and six (6) hours clinical experience a week where the learner is able to put in practice his knowledge base and skills in a variety of settings.

NURC 104 Maternal-Child Nursing
5 Credits

This course focuses on the theoretical concepts of the nursing process in the satisfaction of the women's basic needs, before, during and after pregnancy. Emphasis on concepts of preconception care and the normalcy of pregnancy is discussed and its implication to a healthy pregnancy outcome. Factors that affect maternal-child well-being as well as immediate newborn care are also discussed. The course includes a three (3) lecture hours and six (6) hours of clinical practice a week in primary, secondary and tertiary health care settings. Pre-requisites: NURC 101, 102.

NURC 105 Pediatric Nursing
5 Credits

This course offers the learner the knowledge base regarding growth and development theories, the family issues and ethical/legal aspects of pediatric nursing care. It provides the learner with the necessary skills to provide nursing care in the identification of situations that affect the health of the infant, child and adolescent and how these may affect growth and development and the family homeostasis. The course includes a three (3) lecture hours and six (6) hours of clinical practice a week in primary, secondary and tertiary health care settings. Pre-requisites: NURC 101-104, NURC 202, NURC 204.

NURC 106 Adult and Elder Nursing
5 Credits

The course is based on the inherent principles of nursing care for individuals, family and community in their different stages of growth and development where emphasis is placed upon the basic needs that are interfered in the adult and elderly. The learner is presented with the physiological and pathological changes that occur holistically in the different systems. The interfered health needs that are discussed in this first part of the course include: fluid and electrolyte balance, perioperative disorders, oxygenation, cardiovascular, hematological, immunological, nutritional and gastrointestinal elimination. Emphasis is also placed in the use of the nursing process to assess, plan, implement and evaluate the nursing care provided. The course includes three (3) lecture hours and six (6) hours of clinical practice a week in primary, secondary and tertiary health care settings. Pre-requisites: NURC 101, 102.

NURC 107 Psychiatric Nursing
5 Credit

This course discusses the basic and fundamental concepts and theories regarding mental health including importance of promoting mental health and factors that may affect mental wellbeing. Medical-legal aspects of mental health care are also discussed. Emphasis is placed on the nursing process to identify alterations in the mental health of individuals, family and community. It focuses on the alterations in mental health such as stress and crisis intervention, anxiety, somatomorphic, cognitive, affective, schizophrenic, auto-destructive, and eating disorders. Suicide, sexual behavior disorders, infant and adolescent mental disorders and patient reactions to terminal diseases and death are also discussed. Emphasis is placed on the importance on the therapeutic communication skills necessary to satisfy the altered basic needs identified. The course includes two (2) lecture hours and six (6) hours of clinical practice a week in diverse mental health care settings. Pre- requisites: NURS 101-104, NURC 202.

PLEC 105 Constitutional Principles
3 Credits

Study of the Constitution of Puerto Rico and the Constitution of the United States of America. Emphasis on the rights, privileges, and immunities comprised in both constitutions.

SOGC 201 The Human Being and Social Consciousness
3 Credits

Study of social interaction and the socialization process of human beings from a perspective of social theories, which encourage incorporation and adaptation to the social setting. Critical analysis of life in society with the human being as an agent of change in the social structure. Emphasis on the development of a social conscience which presumes that human beings understand the needs and contribute to the satisfaction of others. The course will contribute to the formation of the student by promoting better understanding of self. The course is competency-based and encourages the responsible use of technology and information.

SPAC 101 Basic Spanish I: Reading, Writing, and Oral Communication
3 Credits

Development of basic oral communication skills taking into account various forms, formats, diversity and cultural aspects. Critical analysis of texts to contribute to understanding and interpretation. Emphasis in the writing process from sentence to paragraph, to short composition. The course is competency - based and encourages the responsible use of technology and information. Includes 1.5 of laboratory weekly.

SPAC 275 Advanced Writing in Spanish in Spanish
3 Credits

Study and analysis of the metacognitive and cognitive processes of the written text. Integration of the information skills (research, evaluation, and synthesis) and basic research methodology, as well as planning and organizing strategies for the development of summaries, expository and argumentative essays will be emphasized. The course requires the integration of the computer in the production of written texts, critical reflections, and the presentation of a portfolio.