



UNIVERSIDAD  
ANA G. MÉNDEZ

**UAGM**

Recinto de Cupey

# Technical Studies Catalog

UNIVERSIDAD ANA G. MÉNDEZ

RECINTO DE CUPEY



ACADEMIC YEAR  
2018-2020

## CONTENTS

|  |    |
|--|----|
| Chancellor Message .....   | 1  |
| Policy Statement .....   | 2  |
| Our Profile .....  | 4  |
| History of Universidad Ana G. Méndez, Cupey Campus (Before Universidad Ana G. Méndez, Cupey Campus)..... | 4  |
| Vision.....  | 5  |
| Mission Statement.....   | 5  |
| Uagm’s Core Values.....  | 7  |
| Licensures, Authorization's and Accreditations.....  | 8  |
| Board of Directors and Administration of the Sistema Universitario Ana G. Méndez .....                   | 10 |
| Administration and Staff of Universidad Ana G. Méndez, Cupey Campus .....                                | 11 |
| School of Technical Studies.....   | 14 |
| Vision.....  | 14 |
| Mission.....   | 14 |
| Objectives .....   | 14 |
| Administration and Staff.....  | 15 |
| Faculty.....   | 15 |
| Admission Policy .....   | 17 |
| Requisites for Clinical Practice.....  | 17 |
| Eligibility Index .....  | 17 |
| Admissions Procedures .....  | 17 |
| Readmitted Students .....  | 18 |
| Requirements for Readmission.....  | 18 |
| Procedure for Readmissions .....   | 18 |
| Transfer Students .....  | 18 |
| Requirements for Transfer .....  | 18 |
| Procedures for Transfer.....   | 18 |
| Special Students .....   | 18 |
| Transitory Students .....  | 19 |
| Requirements for Special and Transitory Student .....  | 19 |

|  |    |
|--|----|
| International Students .....   | 19 |
| Rights Reserved .....  | 19 |
| Admissions Policy .....  | 21 |
| Academic Information .....   | 21 |
| Registration and other Related Procedures .....                                | 21 |
| Late Registration .....  | 22 |
| Relocation and Class Changes .....   | 22 |
| Course Attendance .....  | 22 |
| Corrections or Changes in Names and Addresses .....                            | 22 |
| Students Classifications .....   | 22 |
| Reclassification of Students .....   | 24 |
| Special Conditions and Regulations .....                                       | 24 |
| Changes in Programs or Schedules .....   | 24 |
| Withdrawals .....  | 25 |
| Census .....   | 25 |
| Leave of Absence (LOA) .....   | 26 |
| Student Evaluation Procedures .....  | 26 |
| Grading System .....   | 26 |
| Incompletes .....  | 27 |
| Grade Claims .....   | 28 |
| Grade Reports .....  | 28 |
| Student's Records .....  | 28 |
| Transcripts .....  | 28 |
| Repetition of Courses .....  | 29 |
| Financial Aid Warning and Failure to Meet Satisfactory Academic Progress ..... | 32 |
| Financial Aid Reinstatement .....  | 34 |
| Student Right-To-Know and Campus Security Act .....                            | 37 |
| Family Rights and Privacy Act Information Statement .....                      | 37 |
| Family Educational Rights and Privacy Act, 1974, FERPA .....                   | 38 |
| Information Directory .....  | 38 |
| Student's Rights Under the Ferpa Law .....                                     | 39 |
| Administration of the Ferpa Law .....  | 39 |

|  |    |
|--|----|
| Office of The Vice-Chancellor of Student Affairs .....                 | 42 |
| Student Support Services Project.....                                  | 43 |
| Health Services .....  | 43 |
| Social and Cultural Activities .....                                   | 43 |
| Sports Program.....  | 44 |
| Virtual Bookstore.....   | 44 |
| Veterans and their Beneficiaries Services.....                         | 44 |
| Volunteer Education Program of the Department of Defense .....         | 45 |
| Student Organizations.....   | 45 |
| Student Council.....   | 45 |
| Disciplinary Regulations.....  | 46 |
| Child Development Center .....   | 47 |
| Student Financial Aid .....  | 52 |
| Grant-Scholarship Programs .....                                       | 52 |
| Loan Programs .....  | 53 |
| Work and Study Program.....  | 53 |
| Institutional Scholarships Programs .....                              | 53 |
| How to Apply for Financial Aid.....                                    | 54 |
| Eligibility Requirements .....   | 54 |
| Tuition, Fees and Related Information .....                            | 55 |
| Tuition and Fees.....  | 55 |
| Tuition Option Payment Plan (Topp) .....                               | 55 |
| Clear Statement.....   | 55 |
| Invoices .....   | 55 |
| Adjustments and Refunds for Active and New Students .....              | 56 |
| Refund Policy.....   | 56 |
| Associate Vice-Chancellor for Retention and Student’s Development..... | 58 |
| Evaluation, Diagnosis, Placement & Assessment Center.....              | 58 |
| First-Year Program .....   | 58 |
| First-Year Induction Seminar .....                                     | 58 |
| First-Year Academic Advising & Counseling Center .....                 | 59 |
| Orientation and Counseling Program.....                                | 59 |

|   |    |
|---|----|
| Academic Advising Program .....   | 59 |
| Faculty Mentoring Program .....   | 59 |
| Peer Tutoring Program.....  | 59 |
| Academic Advising (Upper Division) .....                                | 59 |
| Peer Mentoring Program.....   | 60 |
| Parents and Family Program.....   | 60 |
| Information Resources .....   | 61 |
| Library .....   | 62 |
| Circulation .....   | 62 |
| Reserve .....   | 62 |
| References .....  | 62 |
| Center for the Access to Information Resources (CARI).....              | 62 |
| Olga Nolla Puertorrican Collection.....                                 | 62 |
| Collection Development.....   | 63 |
| Classification of Instructional Programs (CIP).....                     | 64 |
| Cupey Campus .....  | 65 |
| Off Campus Sites .....  | 66 |
| Aguadilla University Center .....                                       | 66 |
| Comerio Additional Location .....                                       | 66 |
| Bayamón University Center.....  | 67 |
| Jayuya University Center .....  | 67 |
| Uagm’s General Education (GE).....                                      | 70 |
| Institutional Goal .....  | 70 |
| Program Goals .....   | 70 |
| General Education Courses.....  | 72 |
| Certificate in Administration of Recreational and Sports Programs ..... | 76 |
| Certificate in Billing and Collection of Medical Insurance .....        | 77 |
| Certificate in Clinical Therapeutic Massage.....                        | 78 |
| Certificate in Computer Programming.....                                | 79 |
| Certificate in Computer Repair and Network Installations.....           | 80 |
| Certificate in Expanded Functions Dental Assistant .....                | 81 |
| Certificate in Operating Room Technician .....                          | 82 |

|  |    |
|--|----|
| Certificate in Pharmacy Technician .....                       | 83 |
| Certificate in Practical Nursing.....                          | 84 |
| Certificate in Preschool Teacher Assistant .....               | 85 |
| Certificate in Photonics and Lasers Technical Specialist ..... | 86 |
| Courses Descriptions .....                                     | 87 |

The University reserves the right to revise or change rules, charges, fees, schedules, courses, requirements for degrees, and any other regulation affecting Student's whenever considered necessary or desirable.

Registration by Student's means that there is an agreement to comply with all regulations of the University whenever approved.

The University reserves the right of admission, readmission or registration for each semester or session, separately.

The University reserves the right to cancel any course for insufficient enrollment and to phase out any program.

Universidad Ana G. Méndez, Cupey Campus  
Apartado 21150  
San Juan, P.R. 00928-1150  
(787) 766-1717

We hereby certify that this is the current edition of the Institution Catalog of UAGM for the academic years 2018-2020.

August, 2018



Carlos M. Padín Bibiloni, PhD  
Chancellor  
Universidad Ana G. Méndez

## CHANCELLOR MESSAGE



Welcome to Universidad Ana G. Méndez, Cupey Campus (UAGM), before Universidad Metropolitana. Before you begin browsing through our catalog, we would like to tell you a little about the University's historic background.

UAGM is part of the Ana G. Méndez University System (AGMUS). As a non-profit higher education institution, we were originally established as a secondary campus of the former Puerto Rico Junior College. In 1980 we became autonomous under the name Colegio Universitario Metropolitano. In 1985, we were authorized to change the name to Universidad Metropolitana. In addition, in January 1, 2019, we were authorized to change the name to Universidad Ana G. Méndez, Cupey Campus.

Since the beginning, our principal goal has been to evolve into an innovative university that would have a major impact on the island. The reception we have received as a result has positioned us as an institution of academic excellence that is distinguished in the areas of undergraduate scientific research, technology, and environmental affairs.

We are committed to providing quality continuing education that is in harmony with the demands of the job market. For this reason, we are continually revising our academic programs. We also offer programs that provide study alternatives for both younger students and adults, giving them the opportunity to earn a university degree.

We have participated successfully in inter-university sports and seen significant achievements in the Inter-University Athletic Organization (UAO) matches, in both the men and women's divisions.

We invite you to continue browsing through the catalog, which will provide you with more information on the options available at our main campus in Cupey, as well as at our University Additional locations in Aguadilla, Bayamón. Comerio and Jayuya.

Carlos M. Padín Bibiloni, PhD  
Chancellor  
Universidad Ana G. Méndez, Cupey Campus



## **POLICY STATEMENT**

This catalog contains the major points of the current agreement between the students and the Institution. Within this agreement, the institution reserves the right to make changes in course offerings, curricula, and other policies affecting its programs.

Due to the changing nature of professions, the institution is continuously reviewing and restructuring many of its academic programs in an effort to enhance their quality, improve efficiency, and to comply with requirements of professional boards, accrediting agencies, and governmental laws and regulations, among others. In that process, some of the programs and courses mentioned in this catalog may be modified, consolidated with other programs or courses, or eliminated.

If you have questions about a particular program or course, you should contact the appropriate university school or department. In case that a program is eliminated, the program director will prepare a course schedule to assure the graduation of those students enrolled in the program.

Revised: January 2017

# UAGM General Information

## OUR PROFILE

Universidad Ana G. Méndez, Cupey Campus is a private post-secondary educational institution and a member of the Ana G. Méndez University System (AGMUS), a non-profit organization. A Board of Directors of fifteen members governs the AGMUS. Five members of the board are permanent and the Board appoints ten to four-year terms.

The Executive Officers of the Central Administration are; The President, the Executive Vice-President, the Vice-President for Financial Affairs, the Vice President for Planning, Research, and Academic Affairs, the Vice-President for Administrative Affairs, the Vice-President for Marketing and Student Affairs, and the Vice-President and General Manager for Channel 40. The Board of Directors selects them.

The by-laws of the Ana G. Méndez University System stipulate the objectives, powers, officers, committees, meetings and financial affairs of the Institution. They also specify the way in which the by-laws and regulations of each one of the autonomous institutions will be approved.

The University does not reject or deny the legitimate rights, or discriminate against any person for reason of race, sex, color, physical handicap, social condition, nationality, age, political affiliation, religious, social or trade union beliefs.

### **HISTORY OF UNIVERSIDAD ANA G. MÉNDEZ, CUPEY CAMPUS (BEFORE UNIVERSIDAD ANA G. MÉNDEZ, CUPEY CAMPUS)**

More than six decades ago, three distinguished educators: Ana G. Méndez, Florencio Pagán Cruz, and Alfredo Muñiz Souffront recognized the need for new approaches in education to keep pace with social and economic changes in Puerto Rico. In 1949, they laid the groundwork for the creation of modern, flexible institutions of higher education.

The first of such institutions, Puerto Rico Junior College, opened its doors in 1949. It started with a campus in Río Piedras, and in 1959 moved to new facilities in Cupey. In 1969, the founders organized the Ana G. Méndez Educational Foundation (AGMEF) in order to extend their twenty years of experience in higher education to a broader population. Presently, the Ana G. Mendez University System operates three institutions: Universidad Ana G. Méndez, Gurabo Campus (before Universidad del Turabo), Universidad Ana G. Méndez, Carolina Campus (before Universidad del Este), Universidad Ana G. Méndez, Cupey Campus (before Universidad Metropolitana), and WMYJ-TV Station Channel 40.

As part of this ongoing development, the Colegio Universitario Metropolitano was established in the Cupey campus in 1980, and became Universidad Metropolitana in 1985, when UAGM began to offer the first Master Degrees in Business Administration and in Education. The first doctoral degree in Education started in 2004. Then in January 1, 2019, the university and all its locations change its name to Universidad Ana G. Méndez, Cupey Campus.

## VISION

Universidad Ana G. Méndez, Cupey Campus will be recognized globally as a leading higher education institution for its inclusiveness, its excellence and innovation in teaching, outstanding research and community engagement. UAGM will be the established leader in environmental affairs and education in Puerto Rico and the Caribbean, promoting policies and best practices for a sustainable and competitive economy.

## MISSION STATEMENT

Universidad Ana G. Méndez, Cupey Campus is a private, not for profit higher education institution committed to fulfill a relevant role in the social and economic development of Puerto Rico. Its mission is to provide a diverse student body with opportunities to acquire professional and personal competencies through education, research and community service in order for them to become agents of change, life-long learners and responsible contributors to a globalized and sustainable world.

### TO FULFILL ITS MISSION, UAGM:

- Subscribes to a “*flexible admissions policy*” in order to serve a diverse student body. By “*flexible admission*”, UAGM means the availability of total open access to university level education while maintaining more specific and selective admission criteria in some designated academic areas. Admissions policies are nondiscriminatory to any eligible applicant regardless of age, race, color, national origin, religion, gender, marital status, academic or economic disadvantage, or disability.
- Provides its student’s with innovative undergraduate, graduate, technical and continuing education programs through different learning modalities in the fields of Social Sciences, Humanities and Communications; Nursing and Allied Health Sciences; Education; Business; Environmental Affairs; and, Sciences and Technology.
- Fosters undergraduate and graduate academic and scientific research as a critical element for the creation of knowledge, as well as to promote innovation and economic development.
- Develops local and international internship opportunities; collaborative alliances; student and faculty exchange programs with other prestigious institutions; and, public engagement and community service in order to enrich the student’s learning experience.
- Believes and commits to the enhancement of the “First Year Student’s’ Experience” as a transition period to university life and to provide an optimal, inclusive environment of learning and support at the beginning of Student’s’ life until graduation.
- Provides student’s the opportunity to develop a world vision and to become members of pluralistic communities by interacting with people with different backgrounds, cultures, ideas and values.

- Delivers and implements comprehensive curricular and co-curricular initiatives to engage the Student's in knowledge acquisition for personal and professional growth and life-long learning; and, to become engaged citizens, leaders and active contributors to society.
- Recruits, develops, and retains highly sensitive and qualified faculty members, committed to teaching, academic excellence and the diverse needs of our Student's.
- Develops and implements strategies and support programs geared to enhance student academic achievement to guarantee their persistence, retention and degree completion within a flexible admissions' policy.
- Implements systematic and ongoing assessment of the learning process in curriculum and co-curriculum, and overall institutional effectiveness in order to provide input for planning and resource allocation in support of the institutional mission.
- Applies the most advanced emerging technologies to enrich the processes of learning, management and student services.
- Fosters an inclusive environment; an atmosphere of academic freedom; intellectual challenge; the necessary resources to enable Student's' development of high cultural and ethical values; intellectual curiosity; information literacy; critical thinking; communication skills in English and Spanish; team work; leadership and decision-making skills; scientific and quantitative reasoning; and technological competencies necessary for their successful participation in today's Global World.
- Implements innovative learning modalities in order to fulfill its educational mission, including classroom-based courses, as well as distance learning delivery systems to expand higher education options in Puerto Rico and abroad.
- Ensures a campus with adequate, attractive physical and ground facilities; and, a safe environment to guarantee an integral sense of belonging, and professional and personal wellness.
- Maintains leadership in the field of environmental affairs and resources preservation, and their sustainable development thus helping solve socioeconomic issues, and contributing to Puerto Rico's global competitiveness.

## UAGM'S CORE VALUES:

- **Excellence** as the maximum aspiration of all teaching, research, creative activities and service endeavors.
- **Freedom** of thought and expression as an indispensable basis in the search and diffusion of knowledge.
- **Respect** for the diversity and dignity of human beings.
- **Integrity** in all dealings as an educational, research and public service entity.
- **Equality** recognizing the value of education as an instrument to provide better opportunities and to develop the potential of human beings.
- **Innovation** to constantly guarantee the pertinence and quality of programs and services.
- **Social Responsibility** regarding the needs of the community, the country and the humanity of which we are part.

## LICENSURES, AUTHORIZATION'S AND ACCREDITATIONS

### LICENSURES

***Puerto Rico Council of Education/ State Department***

Office of Registration and Licensing of Educational Institutions  
PO Box 9023271  
San Juan PR 00902-3271  
Phone: (787) 722-2122

***Commission for Independent Education***

Florida Department of Education  
2650 Apalachee Parkway Suit A  
Tallahassee, Florida 32301  
Phone: (850) 245-3200

### AUTHORIZATIONS

***Maryland Higher Education Commission***

State of Maryland's Higher Education Coordinating Board  
6 North Liberty Street  
Baltimore, MD 21201  
Phone: (800) 974-0203

***Texas Higher Education Coordinating Board***

1200 E, Anderson Lane  
Austin, TX 78752  
Phone: (512) 427-6101

### REGIONAL ACCREDITATION

***Middle States Commission on Higher Education***

3624 Market Street, Philadelphia, PA 19104  
Phone: (215) 662-5606

### SPECIALIZED ACCREDITATIONS:

***Accreditation Commission for Education in Nursing (ACEN)***

3343 Peachtree Road NE  
Suite 850  
Atlanta Georgia 30326  
Phone: (404) 975-5000

**Accreditation Council for Business Schools and Programs (ACBSP)**  
11520 West 119th Street  
Overland Park, Kansas 66213  
Phone: (913) 339-9356

**Accreditation Council for the Educator Preparation (CAEP)**  
1140 19<sup>th</sup> Street, NW  
Suite 400  
Washington, DC 20036  
Phone: (202) 223-0077

**International Association for Continuing Education and Training (IACET)**  
8405 Greensboro Drive  
Suite 800  
McLean, VA 22102  
Phone: (703) 506-3275

**Candidacy Status:**

**Council on Social Work Education's Commission on Accreditation (CSWE)**  
1701 Duke Street, Suite 200  
Alexandria, VA 22314-3457  
Phone : ( 703) 683- 8080

In addition, Universidad Ana G. Méndez, Cupey Campus and all of its localities are approved for the training of students under the various GI Bill® Programs.



**BOARD OF DIRECTORS AND ADMINISTRATION OF THE SISTEMA UNIVERSITARIO  
ANA G. MÉNDEZ**

**BOARD OF DIRECTORS**

|                                |  |
|--------------------------------|--|
| <i>Ramiro Millán</i>           | <i>President of the Board</i>                                |
| <i>Felix Rodríguez</i>         | <i>Vice-president of the Board</i>                           |
| <i>José F. Méndez González</i> | <i>President Emeritus of Ana G. Méndez University System</i> |
| <i>José F. Méndez Méndez</i>   | <i>President of Ana G. Méndez University System</i>          |
| <i>Rafael A. Nadal</i>         |  |
| <i>Héctor A. Jiménez</i>       |  |
| <i>Manuel Agosto</i>           |  |
| <i>Herminio Martínez</i>       |  |
| <i>Rene A Soto</i>             |  |
| <i>Wilfredo Cosme</i>          |  |
| <i>Rita DiMartino</i>          |  |
| <i>Delia Castillo</i>          |  |
| <i>Migdalia Torres</i>         |  |

**ADMINISTRATION OF THE SISTEMA UNIVERSITARIO ANA G. MENDEZ**

|                                   |   |
|-----------------------------------|---|
| <i>José F. Méndez González</i>    | <i>President Emeritus</i>   |
| <i>José F. Méndez Méndez</i>      | <i>President</i>  |
| <i>Carmelo Torres Reyes</i>       | <i>Vice President of Financial Affairs</i>  |
| <i>Jorge L. Crespo Armáiz</i>     | <i>Vice President of Planning and Academic Affairs</i>  |
| <i>Mayra Cruz Rivera</i>          | <i>Vice President of Marketing and Student Affairs</i>  |
| <i>Victoria de Jesús</i>          | <i>Vice President of Human Resources</i>  |
| <i>Ricardo Rodríguez Domenech</i> | <i>Vice President of Administrative Affairs and Operations</i>  |
| <i>Luis J. Zayas Seijo</i>        | <i>Vice President of National AffairsChancellor<br/>Florida Branch Campus- faltan<br/>Texas Campus<br/>Maryland</i> |
| <i>Rafael Nadal Bosch</i>         | <i>Vice President of International Affairs</i>  |
| <i>John Navarro Ferreira</i>      | <i>Director, Internal Audit</i>   |
| <i>Ariel Díaz Osorio. Eng.</i>    | <i>Associate Vice President of Sistema TV</i>   |
| <i>Héctor R. Flores Muñoz</i>     | <i>Acting Chancellor<br/>Ana G. Méndez Virtual Campus</i>   |
| <i>Carlos M. Padín Bibiloni</i>   | <i>Chancellor<br/>Universidad Ana G. Méndez, Cupey Campus</i>   |
| <i>David Méndez Pagán</i>         | <i>Chancellor<br/>Universidad del Turabo</i>  |
| <i>Mildred Huertas Solá</i>       | <i>Chancellor<br/>Universidad del Este</i>  |

**ADMINISTRATION AND STAFF OF UNIVERSIDAD ANA G. MÉNDEZ,  
CUPEY CAMPUS**

**OFFICE OF THE CHANCELLOR**

|   |  |
|---|--|
| <i>Carlos M. Padín Bibiloni, PhD</i>    | <i>Chancellor</i>  |
| <i>Juan Otero Serrano, PhD</i>          | <i>Vice Chancellor</i>   |
| <i>Milagros Manzano Gallego, MBA</i>    | <i>Acting Vice Chancellor of Student Affairs</i>                                     |
| <i>Carmencita Torres, Eng.</i>          | <i>Manager of Operations and Physical Facilities</i>                                 |
| <i>Gladys Cora Izquierdo, PhD</i>       | <i>Vice Chancellor of External Resources</i>   |
| <i>Vacant</i>                           | <i>Vice Chancellor of Administrative Affairs</i>                                     |
| <i>Belissa Aquino Soto, MA</i>          | <i>Assistant Vice Chancellor of Institutional<br/>Development and Alumni Affairs</i> |
| <i>Zaida Vega Lugo, EdD</i>             | <i>Executive Director for International Affairs</i>                                  |
| <i>Yvonne Guadalupe Negrón, MA</i>      | <i>Director of Public Relations</i>  |
| <i>Guillermo Vázquez Toro, PhD</i>      | <i>Director of Bayamón University Center</i>   |
| <i>Irma del Pilar Cruz Montijo, PhD</i> | <i>Director of Jayuya University Center</i>  |
| <i>Luis A. Ruiz Vargas, MBA</i>         | <i>Director of Aguadilla University Center</i>                                       |
| <i>Jessie Hernández Córdova, MBA</i>    | <i>Director of Comerio Site</i>  |

**OFFICE OF THE VICE CHANCELLOR**

|                                       |   |
|---------------------------------------|---|
| <i>Juan Otero Serrano, PhD</i>        | <i>Vice Chancellor</i>  |
| <i>Gregorio Villegas Cobián, PhD</i>  | <i>Associate Vice Chancellor of Administrative Affairs</i>  |
| <i>Lina M. Vega Pérez, MAED</i>       | <i>Associate Vice Chancellor of Licensing and<br/>Accreditation</i>                                     |
| <i>Awilda Pérez Pérez, MBA</i>        | <i>Associate Vice Chancellor of Student Retention and<br/>Development</i>                               |
| <i>Carmen M. Luna Vázquez, EdD</i>    | <i>Assistant Vice Chancellor of Student and<br/>Institutional Assessment</i>                            |
| <i>Belinda Junquera Álvarez, PhD</i>  | <i>Dean of the School of Business</i>   |
| <i>Teresita Ibarra Pérez, PhD</i>     | <i>Associate Dean of the School of Business</i>   |
| <i>Karen González Charneco, PhD</i>   | <i>Dean of the School of Science, Technology and<br/>Environment</i>                                    |
| <i>María C. Ortiz Rivera, PhD</i>     | <i>Associate Dean of the Graduate Program for the<br/>School of Science, Technology and Environment</i> |
| <i>Nadia Fernández Pelegrina, PhD</i> | <i>Associate Dean of the School of Science and<br/>Technology</i>                                       |
| <i>Lourdes Maldonado Ojeda, EdD</i>   | <i>Dean of the School of Health Sciences</i>  |
| <i>Kiebelle González Santiago, MD</i> | <i>Associate Dean of the School of Health Sciences</i>  |
| <i>José Cintrón Cabrera, EdD</i>      | <i>Dean of the School of Education</i>  |
| <i>Janet Ruiz Ramírez, EdD</i>        | <i>Associate Dean of the School of Education</i>  |

*Mariveliz Cabán Montalvo, PhD*      *Dean of the School of Social Sciences, Humanities  
and Communications*

*Roxanna Domenech Cruz, PhD*      *Associate Dean of the Department of Humanities*  
*Sugelenia Cotto Cotto, MBA*      *Associate Dean of the Department of  
Communications*

*Laura Aponte Hernández, MBA*      *Dean of the School of Technical Studies*

**SISTEMA UNIVERSITARIO ANA G. MÉNDEZ – SCHOOL OF PROFESSIONAL  
STUDIES (AHORA) AND CONTINUING EDUCATION**

*Mildred Rivera Cordero, MBA*      *Dean School of Professional Studies*  
*Melissa Guilliani Jiménez, MPA*      *Associate Dean, School of Professional Studies-  
UAGM*

*Ericks Vázquez Guzmán, PhD*      *Associate Dean in Academic Affairs*  
*Lorna Martínez Toledo, EdD*      *Executive Director of the School of Continuing  
Education*

# **School of Technical Studies**

## **General Information**

## **SCHOOL OF TECHNICAL STUDIES**

The School of Technical Studies is a specialized academic division designed to meet the academic and personal needs of a growing number of students who seek short-term, professional education in order to enter the job market as their main goal. By doing this, the School also addresses immediate employment needs of the community that the university serves. The School not only serves student population in the main campus but also in the off-campus locations, the university has throughout the island.

### **Vision**

To become the first option and model in postsecondary technical education programs in Puerto Rico. The School will also represent an important component and contributor in strengthening UAGM'S undergraduate enrollment.

### **Mission**

The mission of the School of Technical Studies is to offer high quality, short-term, technical education to students who seek to enter the job market as their main goal. Students will be able to pursue a university level technical certificate or a specialized, technical associate degree, and will receive the proper training to meet the occupational needs for trained personnel in the fields of banking, commerce, industry and government. Students will also develop those skills and competencies necessary to enable them for self-employment and to develop their own business opportunities.

### **Objectives**

**To fulfill its Mission, the School of Technical Studies will:**

1. Offer certificate and associate degree programs designed to prepare students in the necessary skills that will allow them to compete effectively in the employment market.
2. Design and maintain programs that will promote the student's effective working experience.
3. Endow student with the knowledge, skills and attitudes needed to perform with efficiency, dignity, and ethics in his/her respective professions.
4. Educate capable professionals with a sense of social responsibility.
5. Provide technical education that will respond to the present and future demands of the job markets.
6. Develop in the students the skills and knowledge related to their profession, in accordance to the needs of the community we serve.
7. Provide support services to promote the persistency and retention of the student in the program and to contribute to his academic and professional success.

### **Academic Programs**

The academic programs offered at the School of Technical Studies have the purpose of satisfying the occupational demands of qualified personnel in careers under a one or three years format developing the necessary skills to compete effectively in the employment market.

The STS'S curriculum has been developed considering the quality that has always distinguished the academic offerings at the Ana G. Méndez University System.

## **I. Academic Programs**

### **A. Purpose**

- Satisfy the occupational demands
- Capacitate skilled personnel in technical careers of one or three years' duration
- Develop a curriculum using the academic quality that distinguishes the Ana G. Mendez System

## **II. Structure of the Academic Programs**

### **A. Unit/Credits**

- Credit Hours: a credit equals **15 hours**
- Academic Term: **Semester**

### **B. Regulation Basis**

- Federal Regulation: all the certificate courses should be equivalent to a university degree (Associate or Bachelor degree) if the credit unit of credit hour is used.
- General Education Council
- Higher Education Council
- Examination Boards

## **Administration and Staff**

Laura E. Aponte Hernández– Dean  
Jacqueline Figueroa -Academic Coordinator  
Mirtya Pagán Pérez – Integrated Student Services Coordinator  
Jesús M. Ramos Cabán- Integrated Student Services Coordinator-Aguadilla  
Vanessa Castañer Colón - Integrated Student Services Coordinator- Jayuya  
Mirtha Díaz Paulino - Integrated Students' Services Coordinator-Bayamón  
Zuleika Quiñones Martínez – Academic Advisor  
Jelmarie Guzmán González - Administrative Oficial  
Thelma Ganiela Loyola - Administrative Assistant

## **Faculty**

NILDA RIVERA QUIÑONES  
Professor  
ED.D, Interamerican University of Puerto Rico

# **POLICIES AND PROCEDURES**

## ADMISSION POLICY

### General Admission Requirements:

Candidates applying for admission to Universidad Ana G. Méndez (UAGM) must meet the following requirements:

- Have graduated from a secondary school licensed by the Puerto Rico Council on Education 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.

### Requisites for Clinical Practice

In addition to admission, the student must meet other requirements as required by external professional boards and other agencies. This applies specially in the health-related fields. Those requirements include: negative certificate of criminal record, health certificate, Law 300, doping test and immunizations certificates, among others. In addition, the student must provide evidence of the following vaccines: Chickenpox (two doses), Hepatitis B (three doses), Influenza, among others. For more information on these and other requirements, the student should contact the School officials.

### Eligibility Index

A grade point average of 2.00 for most degree programs is needed, but some specific associate or bachelor degree programs require other specific requirements. (Below is a list of some programs)

**\*Note:** *See the School section of this catalog for other programs and their admissions requirements.*

### 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).
- Applicants for the Health Programs are also required to submit a Health Certificate.
- Meet all admissions requirements by the date scheduled in the Institution's calendar.
- Representatives of the School may interview candidates for admission. 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 **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 Ana G. Méndez, Cupey Campus'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 Ana G. Méndez, Cupey Campus's by-laws, rules and regulations.

### **Procedures for Transfer**

- Submit an application for transfer.
- Enclose payment for 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.

### **Special Students**

Students with an academic degree who wish to take courses to fulfill a professional requirement or complete another major may apply as a Special Student.

## **Transitory Students**

Students who are enrolled in another university or college and wish to take courses not leading to a degree can apply as transitory student. They need an official permit from their university or college.

### **Requirements for Special and Transitory Student**

- Fill out a Special Student application form.
- Enclose payment of an application fee of \$15.00. This fee is non-refundable.
- Applicants with a college degree must submit a copy of the degree or an official permit authorizing them to enroll.
- The applicant may be required to attend an interview with representatives of the School.

## **International Students**

Foreign and International Students that apply as new students must submit the following documents:

- High School official transcript.
- An official certificate of High School equivalence from the Department of Education of Puerto Rico.
- College Entrance Examination Board scores (CEEB).
- Form I-134, stating the financial support, provided by the Admissions Office. (this only applies to non-residents)
- Student Visa (F1) approved, card that indicates the classification that has permits the Foreign or International Student to study.
- Admission fee of \$15.00 payable to Universidad Ana G. Méndez, Cupey Campus.

Foreign Students applying as transfer students must bring the following documents:

- Official transcript of last recent studies. In case of a foreign University an official credential evaluation by an approved agency is required.
- A copy of the Catalog of the University last attended, if necessary.
- Form I-134, stating the financial support, provided by the Admissions Office. (this only applies to non-residents).
- Evidence of Visa (F1), Card of permanent resident or evidence of card that indicates that the classification allows the Foreign or International Student to study.
- Admission fee of \$15.00 payable to Universidad Ana G. Méndez, Cupey Campus.
- To Complete the SEVIS Form for Transfer.

\*The student has 45 days to deliver the credit transcript, if the student does not comply with this term, their registration will be cancelled.

## **Rights Reserved**

*The Universidad Ana G. Méndez, Cupey Campus 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 Registration

## **RULES AND REGULATIONS FOR ADMISSION AND REGISTRATION**

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 Ana G. Méndez, Cupey Campus 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 procedures. The Registrar's Office in coordination with the Office of the Associate Vice Chancellor of Enrollment Management is responsible for the registration process.

The Registrar's Office is responsible for the administration, management and safeguarding of all academic student records and academic transactions. These includes the following responsibilities:

- Courses enrollment and withdrawal
- Issues grade reports,
- Unofficial and official transcripts,
- Degree certifications and
- Diplomas

Candidates for admission, readmission, or transfer and special students may not register until each has received an acceptance letter from the Office of Admissions.

### **COURSE CANCELLATION POLICY**

The institution does not guarantee the course schedule 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 in the period scheduled for changes in the 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 the requisites prior to registration in a particular continuation course.

## **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. The academic calendar will determine the late registration period at the beginning of each academic year. 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.

## **RELOCATION AND CLASS CHANGES**

The Registrar may relocate students at the end of the registration period, when an elimination or rescheduling of courses has occurred. The academic calendar will designate the dates where the changes should take place.

## **COURSE ATTENDANCE**

To be accepted in the classroom at the beginning of the semester or part-of-term, students must present to their professors the official registered class program. The Registrar's Office is not responsible for the registration of student grades who did not attend the enrolled courses and correspondent sections.

## **CORRECTIONS OR CHANGES IN NAMES AND ADDRESSES**

Students who change their address and legal name must notify the Registrar's Office using MiUAGM portal. This office will provide them with the appropriate forms to fill out. For name changes, the student must submit a certified affidavit.

## **STUDENTS CLASSIFICATIONS**

Students are classified as follows:

### **A. By credit hours enrolled**

1. **Full-time Students** are those who have satisfied the universities admission requirements and have an academic load of twelve or more credit hours per semester in a program leading to a degree.
2. **Three Quarter Students** are those who have satisfied the universities admission requirements and have an academic load of eleven to nine credit hours per semester in a program leading to a degree.
3. **Half-time Students** are those who have satisfied the universities admission requirements and have an academic load of eight to six credit hours per semester in a program leading to a degree.
4. **Less than Half-time Students** are those who have satisfied the universities admission requirements and have an academic load of five or less credit hours per semester in a program leading to a degree.

### Academic Load

| Level              | Full Time          | Three Quarters Time | Half Time      | Less than Half Time |
|--------------------|--------------------|---------------------|----------------|---------------------|
| <b>Certificate</b> | 12 or more credits | 11 to 9 credits     | 8 to 6 credits | 5 or Less           |

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

- a. Students on No Progress
- b. Students on Academic Suspension
- c. Honor Students

**C. By type of admission**

- d. **Special Students** - Those students who come to the Institution with a written authorization from the Institution and attend as regular students, or any other student who enrolls in a course not leading to a degree or a professional certificate.
- e. **Readmission Students** - Those students who have interrupted their studies for at least one semester, and wish to continue studying.
- f. **Transfer Students** – Those active or former students of an accredited post-secondary Institution.
- g. **New Freshman Students** – those with a secondary school diploma or the equivalent who are registered at the Institution in courses leading to a degree.
- h. **Transitory Students** – Students who are enrolled in another university or college and wish to take courses not leading to a degree can apply as transitory student. They need an official permit from their university or college.

## Reclassification of Students

- Students who wish to change majors may re-classify from one major to another. This also applies to students who wish to change from the program level, for example: from certificate to an associate degree program. These types of re-classifications are authorized as long as the student complies with the admissions requirement of the new major or new program.
- The minimum requirements to request reclassification are:  
  
**12 credits approved and a grade average of 2.00 or more.**
- To request a reclassification the student should comply with the Progress Norm of the Satisfactory Academic Norm.
  - When the student reclassifies, the credits approved, which are part of the sequential curriculum of the new major, will be considered under The Satisfactory Academic Norm.

## 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 major.
- 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

- Partial or total withdrawals are allowed during a regular semester, part-of-term, or summer session as specified in the academic calendar.
- 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 withdrawal from any course or from the Institution, for any of the following reasons:
  - a. Possibility of hazard to the health of the student or that of other students, if attendance was continued.
  - b. Refusal to obey regulations or serious misconduct on the part of the student.

### Types of Withdrawals:

1. **Partial Withdrawal** - is the official separation of one or various courses in the student's official class program. The student's academic record will reflect a W as the grade obtained.
2. **Total Withdrawal** - is the official separation of all the courses of the student's official program. The student's academic record will reflect a W as the grade obtained.
3. **Administrative Withdrawal** - The institution reserves the right to process a student as a partial or total withdrawal; temporarily, by means of exception and/or through a resolution from the Discipline Council or another Institutional Council. The student's record will reflect as a W grade.
4. **Non Official Withdrawal**
  - a. **Non-Official Withdrawal for Online Courses** - The institution has a Process Census Taking and Non Official Withdrawal for students enrolled in online courses. The policy applies to all students enrolled in complete online courses.
  - b. **Non-Official Withdrawal for Classroom** - it applies to all students who have abandoned a course without filing an official withdrawal and obtains a WF grade in all of their courses.

## Census

The Census Taking is the process whereby the faculty certifies to the Register's Office the Students who never attended the enrolled courses. The faculty identifies students who never attended courses at the start of classes in the Registry of Census Taking. The Office of the Registrar processes a withdrawal for non-attendance in the courses identified by the professor (WN).

Regular attendance and participation in class discussion and activities is expected. It will enhance and enrich the experience for the entire class. If the student expects to miss class for any reason it is the student's responsibility to notify the professor by email or telephone prior to class. Professors are not required to allow Students to make up work. Students are responsible for all material



covered during the course, regardless of whether they are present in class. Thus, attendance is strongly recommended to better facilitate student achievement of academic goals.

### **Leave of Absence (LOA)**

Leave of absence allows a student who is officially enrolled, with the exception of the requirement of the register or the unceasing attendance at the university. This *Leave of Absence* is granted for:

- Medical justifications.
- The student that has been activated for military service and/or The National Guard outside the territory of Puerto Rico or due to a national emergency within Puerto Rico.

The University requires the student to formally request, in a written form *A Leave of Absence* and provide the information that justifies his/her request. If the request is based on medical reasons, the student should document the request with official evidence from his/her doctor. If the request is for military reasons, the student should bring a copy of his/her military orders, which will include the time and place that he/she will be required to meet and the place assigned. The students are responsible for the knowledge and orientation on the implications of a *Leave of Absence* in their financial aid and their progress towards the degree. The Student's under a *Leave of Absence* should have Academic Progress.

### **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 three hours of classroom work per week during a given semester or part-of-term or two and a half 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.

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

**Letter grade system and grade points per credit:**

|          |          |                           |
|----------|----------|---------------------------|
| <b>A</b> | 90 – 100 | Excellent                 |
| <b>B</b> | 80 – 89  | Good                      |
| <b>C</b> | 70 – 79  | Satisfactory              |
| <b>D</b> | 60 – 69  | Deficient                 |
| <b>F</b> | 0 – 59   | Failure (no grade credit) |

|     |                                |
|-----|--------------------------------|
| A-  | 4 grade points per credit hour |
| B-  | 3 grade points per credit hour |
| C-  | 2 grade points per credit hour |
| D-  | 1 grade points per credit hour |
| F - | 0 grade points per credit hour |

**In special cases, the following grading system will be used:**

|                       |   |
|-----------------------|---|
| <b>W</b>              | Withdrawal  |
| <b>WN</b>             | Withdrawal No Show (no grade points)  |
| <b>WF</b>             | Student leaving the course at any time of the semester or academic term, without filing official withdrawal, and has no academic criteria to award a grade or qualification.                                      |
| <b>IB, IC, ID, IF</b> | Incomplete work. Student was 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.                       |
| <b>P</b>              | Pass  |
| <b>IP</b>             | Course in progress  |
| <b>NP</b>             | Not-passed  |
| <b>I or E</b>         | Repeated Course, reflected in the transcript as included or excluded for grade point average  |
| <b>T</b>              | Transfer course   |
| <b>AU</b>             | Audit Course  |
| <b>W</b>              | Indicates a withdrawal from a course with the official approval of the Office of the Registrar.   |
| <b>WN</b>             | Indicates no attendance to a course within the first few days after classes begin (no grade points). Reported to the Office of the Registrar in the official <i>Student Assistance Register</i> by the professor. |

**INCOMPLETES**

A student will receive a provisional grade of Incomplete (IB, IC, ID, IF) in the following instances:

- If his absence from a final examination 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 20 days of the subsequent semester or summer session.

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

In the case of student that is 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 CLAIMS**

The student will have twenty working days, starting with the commencement of classes on the next semester, in which to submit grade claim.

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 UAGM will be the only ones used to calculate 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 part of term or sessions through *MiUAGM*, Student's on line services.

### **STUDENT'S RECORDS**

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

In those cases, where a student is in debt with the Institution, the Registrar will not certify the courses approved until the student has paid the debt.

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

## **REPETITION OF COURSES**

The Repetition of Courses Policy establishes:

- The amount of times that the Student's may repeat courses, for the purpose of the use of Title IV funds.
- The qualifications that the courses are considered approved for purposes of the use of Title IV funds.

### **The student is responsible of the knowledge and compliance of the Repeating Course Policy.**

- Courses with a final F grade - all the programs, the student may repeat these using funds from Title IV until they comply with a higher grade and it does not exceed 150% of their study program. For Student's in the programs of certificates, associates and bachelor's degrees may repeat them during their Pell Grant eligibility, which is 12 semesters or the equivalent of 600%.
- The repeated failed courses with F grade and obtain a higher grade (i.e. minimum grade of D or higher), may repeat them once more using Title IV funds. This will be with the purpose of improving the grade point average.
- Courses with withdrawal grading (W) – all the programs, the student may repeat them with Title IV funds until it complies with an approved grade (i.e. minimum grade of D or higher) and does not exceed 150% of their program. For Student's in the programs of certificates, associates and bachelor's degrees may repeat them during their Pell Grant eligibility, which is 12 semesters or the equivalent of 600%.
- Once the course is approved with minimum D grade or higher than this grade, they can repeat it once again to improve their academic grade points.
- For the effect of the financing of funded courses by Title IV with a D grade or higher, these are considered approved.
- Every attempt to repeat is considered by the Satisfactory Academic Progress (SAP) as attempted credit and will affect the period of eligibility for the Pell grant for the Student's in programs of associates, bachelor's and certificates and Student Loans for all the programs.
- Students who repeat courses will be accounted for the highest grade obtained for the calculation of the grade point average. If the grades obtained are the same as the previous ones, they will be accounted for the GPA and graduation only once. All the enrolled courses

in the institution will be included in the student's transcript, those approved and non-approved.

## **ACADEMIC YEAR**

The academic year consists:

- One (1) semester August to December = 15 to 16 (Fall)
- One (1) semester January to May = 15 a 16 week (Spring)
- June and July are optional for student (Summer)

## **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

Satisfactory Academic Progress (SAP) measures the academic progress of the student towards the attainment of an academic credential. Federal regulations require that all students who receive Title IV funds as part of their financial aid package maintain SAP. The SAP policy applies to all Student's within categories, e.g., full-time, part-time, undergraduate, and graduate Student's, and may differ based on program enrollment.

The evaluation criteria for SAP include a qualitative and quantitative component.

The qualitative measure is based on the cumulative grade point average (GPA). The quantitative measure is based on the number of credit hours the student attempts and earns. This calculation is completed by dividing the cumulative number of credit hours a student successfully earns by the total number of credit hours the student attempts over the student's academic career in a particular program at the Institution. Students are also expected to complete their program within 150 percent (%) of the length of the program as measured in credits.

### **Maintaining Satisfactory Academic Progress**

The academic progress of students enrolled in associates, bachelors, masters and doctorate degrees programs will be assessed at the end of every two (2) semesters. The academic progress of students enrolled in technical, post-baccalaureate and postgraduate certificates programs will be assessed at the end of each semester. The Registrar's Office will notify Student's in writing, through e-mail, of their academic status.

Students are prohibited from receiving federal student financial aid after attempting 150% of the number of credits required for their academic program. This calculation includes all attempted credits, including transfer credits, related to the student's academic program.

To maintain good standing, Student's must comply with the following:

#### **Qualitative component**

- The Institution establishes specific minimum GPA requirements by program level (i.e., certificate, associate, bachelor, master and doctorate). For most programs, the

minimum GPA increases as credits attempted increase. Students enrolled in a program of more than two academic years must have a GPA of at least a “C” or its equivalent, or have academic standing consistent with the Institution’s requirements for graduation at the end of the student’s second academic year. Regardless of the student’s enrollment status, (i.e., full -time, half- time, etc.), federal regulations consider that a student is at the end of his/her second academic year after two academic years of attendance (i.e., four semesters). Refer to Appendix A, Satisfactory Academic Progress Tables, for the qualitative components per program level.

### **Quantitative component**

- The Institution uses a graduated completion percentage by program level. The student must earn the minimum percentage of attempted credits depending on the program level and academic year in which the student is enrolled.
- All credits attempted and earned, including transfer credits that count towards the program of study of the student, are considered in the calculation.
- The student must complete the program within 150% of the length of the program of study to be eligible for Title IV funds. For example, Student’s in a bachelor’s degree program must complete 120 credits and may attempt up to 180 credits (120 credits x 150% = 180 credits).

Refer to Appendix A, Satisfactory Academic Progress Tables, for the quantitative components per program level.

### **Changes in Status**

If a student wants to enroll in a different academic program, the student must request approval from the Dean of the School. Only attempted and earned credits from the student’s current program of enrollment are included in the quantitative measure and only the grades for courses from the student’s current program of enrollment are included in the qualitative measure. However, students are encouraged to carefully consider program changes because federal regulations limit total lifetime financial aid eligibility.

Students who discontinue their studies and subsequently apply for readmission will be readmitted under the current SAP policy and will have the same SAP status that resulted as of the end of the last term attended. Students applying for readmission will be referred by the Office of Admissions to the School for evaluation. If the student does not meet SAP, the University will determine if he/she may be readmitted, provided an appeal has been approved.

Students requesting admission into a new academic program after having completed his/her prior program of study will begin the new program with a new SAP history. If a student transfers in credits from the completed program of study, only those transfer credits that apply to the student’s current program of enrollment will be considered when measuring SAP.

## **Impact of Course Repetitions, Withdrawals, Incompletes and Transfers on Satisfactory Academic Progress**

- **Course Repetitions** - Federal regulations limit repetition of courses that can be paid with Title IV financial aid funds. Generally, failed courses may be repeated until passed and courses that you have passed can be repeated only once. Please check with the Financial Aid Office if you are not sure whether a course can be repeated with financial aid. If a student repeats a course, only the highest grade earned will be included in the cumulative GPA. However, each attempt at the course will count as credits attempted.
- **Withdrawals** - If a student withdraws from a course, the credits for the course count toward the determination of credit hours attempted but will not be considered in the cumulative GPA.
- **Incomplete Courses** - If a student has an incomplete in a course, the credits for the course count towards the determination of credit hours attempted. The course will not be considered in the cumulative GPA until a grade is assigned.
- **Transfer Credits** - If a student transfers in credits from another institution, the accepted credits for the courses count toward the determination of credit hours attempted and earned, but will not be considered in the cumulative GPA. Only those transfer credits that apply to the student's program of enrollment at the Institution will count as credits attempted and earned. Refer to the Institution's catalog for requirements on accepted transfer credits from another institution.

## **REMEDIAL AND DEVELOPMENTAL COURSES**

Financial aid recipients may receive aid for a maximum of 30 semester credit hours in developmental coursework. Students enrolled in remedial courses are expected to receive passing grades in those courses in order to progress into the next term. Remedial and developmental courses count toward the determination of credit hours attempted and earned and will be considered in the cumulative GPA when determining SAP.

### **Financial Aid Warning and Failure to Meet Satisfactory Academic Progress**

Students enrolled in technical, post-baccalaureate and graduate certificates programs, for which SAP is evaluated at the end of each semester, will be placed on financial aid warning status for the next semester attended as a consequence of not making satisfactory progress. The Institution uses this status without appeal or any other action by the student. The Registrar's Office will notify the student in writing, through e-mail, of the financial aid warning status.

The student must meet SAP as of the next evaluation point (by the end of the next semester attended) in order to receive financial aid in future terms. Students who did not meet SAP as of

the next evaluation point become ineligible for federal financial aid funds and may continue their studies at the Institution at their own cost. If the student believes there are extenuating circumstances associated with the student's inability to meet SAP, he/she may appeal his/her termination status to the Appeals Committee. See section titled Financial Aid Ineligibility and Appeal Procedures below.

### **Scholarship and Grant Recipients**

Other scholarship and grant programs may not allow for a financial aid warning semester. In these cases, failure to meet SAP in any given term may result in the termination of scholarship or grant funds. Please refer to your scholarship or grant information materials or contact the Financial Aid Office at 787- 766-1717 extension 6587.

### **Financial Aid Ineligibility and Appeal Procedures**

Student's enrolled in degree programs, for which SAP is measured at the end of every two semesters, will be informed in writing, through e-mail, of his/her loss of financial aid eligibility due to the failure to meet SAP and will be advised of the process for re-establishing financial aid eligibility. Students who have lost eligibility for financial aid based on a failure to meet SAP standards may appeal their loss of eligibility if they have suffered extenuating circumstances, such as the following:

- Student's injury or illness,
- Death of a relative, or
- Other special circumstances.

Students who wish to make an appeal must be current on all financial obligations. Students may not use financial aid to make retroactive tuition and fee(s) payments.

As part of the request for an appeal, the student must present how the critical situation prevented him/her from meeting the academic progress. The student must also describe how his/her situation has changed in order to allow the student to meet the SAP standards at the next evaluation. As part of the appeal, the student must submit the following:

- SAP Appeal Form (please refer to the form for further instructions)
- Signed dated letter
- Supporting documentation (third-party documentation may be required as appropriate)

In order for the appeal to be considered, the student must submit the SAP appeal documentation to the Institution's Professional Counselor, who will submit the documentation to the Appeals Committee. The Appeals Committee will evaluate the merits of the appeal by reviewing the documentation submitted as well as the student's previous academic performance at the Institution. The Appeals Committee may request additional information or documentation, as needed. The



Vice Chancellor for Student Affairs will notify the student in writing, through e-mail, the determination made by the Appeals Committee.

The student must submit an appeal to the institution in writing after the receipt of the failure to meet SAP notification. The Institution will have ten (10) calendar days for the evaluation process after receiving the student's appeal documentation.

### **Financial Aid Reinstatement**

If the Institution approves a SAP appeal, the student will be placed on financial aid probation for the next semester attended. The student may also be placed on an academic plan. The Institution will advise the student in writing of the progress the student must achieve to ensure he/she meets the SAP policy or the requirements of the academic plan by the end of the next semester attended. student's will be eligible for financial aid while on financial aid probation.

After the end of the financial aid probation semester, the Institution will measure the student's academic progress. The student will retain financial aid eligibility only if the student meets published minimum SAP standards or meets the requirements of the academic plan at the end of the semester of financial aid probation. If the student does not comply with SAP or meets the requirements of the academic plan, he/she is not eligible for financial aid funds, unless the student successfully appeals his/her status again.

Any student who loses financial aid eligibility due to failure to meet SAP and attends school at his/her own cost will regain financial aid eligibility in the academic semester following the semester in which the student meets the minimum SAP standards.

## **Appendix A**

### **Satisfactory Academic Progress Tables**

| <b>Technical Certificate Programs</b> |                            |            |
|---------------------------------------|----------------------------|------------|
| <b>Credits Attempted</b>              | <b>% of Credits Earned</b> | <b>GPA</b> |
| 1 – 15                                | 55%                        | 1.65       |
| 16 – 30                               | 60%                        | 1.75       |
| 31 – 45                               | 64%                        | 1.90       |
| 46 +                                  | 67%                        | 2.00       |

### **Special Permission**

Only applies to students in their third or fourth year of study. The student may take a course in another accredited post-secondary Institution in those cases in which the course is not offered in UAGM and is a requirement for graduation or a prerequisite to other courses required. The Dean of the School or the Associate Dean and/or the Department Director grant the special permission after an evaluation.

## Graduation Requirements

The student usually graduates from the Universidad Ana G. Méndez, Cupey Campus 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

## Graduation

### The requirements for the evaluation of degrees are:

1. Having requested graduation and/or be a possible candidate. The student may request graduation in summer, December or May.
2. Having passed all the academic requirements of the School; according to those established for the major of which the student aims to obtain the academic degree.
3. Having completed the number of credit hours and required courses by the school to which the student belongs to his/her study program.
4. 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.
5. Honors
  - The honors for the Certificates is:
    - i. 4.00 high honor
6. The candidate for graduation must have satisfied their financial commitments with the institution. Also having completed all the documentation required by the Admissions Office in their academic record.
7. The candidates will be ruled by the current graduation requirements at the time applying for graduation.

Graduation Ceremonies are conducted once a year. The Registrar's Office issues a certificate of a degree to students who complete the requirements of their academic program. The Office of the Registrar issues a certificate of degree to students who complete the requirements of their academic program. Once the student is notified, he/she must pick up his/her diploma at the Registrar's Office, which keeps it for the term of one year. After this period, the institution is not responsible for the document. The graduation fee is non-refundable.

## Degree Granting

The institution will grant academic degrees to Student's who have completed the requirements of their academic program in accordance with the level claimed by these and have not filed an application for graduation.

## Deceased Students

The relatives of the student or graduate who died must submit evidence of the death (death certificate) at the Registrar's Office.

## Transfer Courses

The process of validation of courses apply to Student's in undergraduate programs of Associate degrees and Bachelor's degrees who are admitted by transfer or new Student's with credits that can be validated. The means of validation are:

- Traditional- students who come from external post-secondary institutions
- Non-traditional- military students, Advanced Level (*College Board*), Challenge Exams and Portfolios

An official transcript, descriptions of courses or the catalog of the institutions of origin, will be required if necessary. The transcripts should contain all of the approved courses. The same must be licensed and/or accredited by the Council of Education of Puerto Rico as a post-secondary college-level institution and accredited by an agency by the United States Department of Education. If the student comes from an educational institution from a foreign country, it should be recognized by the pertinent educational authorities of that country and certified by evaluating agencies that accredit in the United States.

Programs validations of all courses will be done with equivalence in the Universidad Ana G. Méndez, Cupey Campus, with equal content and value in credits in which the student has obtained a minimum of a C grade. These should be part of the sequential curriculum of their program of study.

Remedial courses will not be validated, professional experience, Continuing Education, Technical Certificate courses, or tests taken in other universities except for advanced level exams offered by the *College Board*.

College credits are recognized and validated from the learning acquired by the military (active, retired voluntarily or disability), as defined by federal regulations. These courses must be certified by official transcript of credits issued by the Office of Educational Services of the Armed Forces or National Guard of Puerto Rico. Equivalencies are subject to evaluation of the Deans of the Schools.

Advanced Level exams (College Level Examination Program) are tests that are offered through the *College Board*. These tests consist of a system of tests validated on any of the subjects that are usually required in the first year. Among the subjects offered are:

- Spanish
- English
- Mathematics (level I, II)

The student must obtain three (3) points or more than one scale of five (5) points on each subject. Six (6) college credits per test will be awarded equivalent to the corresponding course. The grade of these courses will be reflected with (T) in the student's academic record.

The challenge is offered to provide students an alternative to demonstrate their mastery of the course content without the need to attend a classroom.

The courses of an institution that the student has not notified in his/her application for admission will not be validated.

## **STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

The common intention of the three major 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 Student's.
- Section 104 covers disclosures about the comparative academic "success" of Student's 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.

## **FAMILY RIGHTS AND PRIVACY ACT INFORMATION STATEMENT**

**Law 186 prohibits the use of SSN as identification routine in public and private educational institutions,** (September 1, 2006).

The law prohibits the use of social security as a routine identification number in public and private from the elementary level up to the postgraduate educational institutions and it establishes the rules on the use of this data in educational institutions.

Therefore, the social security number will not be required of the student to take exams, presentation of projects, and any other action that is not related to procedures in which there is a legitimate need, such as; registration process, request for loans or financial assistance, transcriptions among others.

Any claim or complaint about improper use of social security number must be done in written form to the Registrar's Office. The Registrar or his representative will attend to the claim.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, 1974, FERPA**

According to the *Family Educational Rights and Privacy Act, 1974*, FERPA, the student has certain rights regarding his/her record. The institution ensures control and security of the records and the disclosure of the information in accordance with the FERPA Act. The law limits the disclosure of the information, to who can have access to the information:

- 1- Institutional officials with a legitimate educational interest will have access to it.
- 2- The parents of a dependent student as defined in the Income Tax Returns.
- 3- A court order requiring the institution to show academic record.
- 4- The student may have access to his/her information.
- 5- The accrediting agencies, organizations conducting studies for educational institutions, in financial aids process, in audits or evaluations related to compliance with educational programs, authorization through the information directory, because of a disciplinary view of an alleged victim of a crime of violence.

**Amendment 32 CFR 216 Solomon to the Family Educational Rights Privacy Act** establishes that federal funds not be provided to institutions having as a policy to prevent the Secretary of the Defense of the United States to obtain information, for recruitment purposes, from the directory of Student's enrolled. This information according to the Solomon Amendment can be provided to recruiters, when the student has authorized to provide information in accordance with the category that the student has marked in the information directory. The institution is limited only to provide the information in accordance with the categories of the information directory.

## **INFORMATION DIRECTORY**

The student may authorize the institution to provide information through the information directory, which establishes the information to offer. The directory include's: name, address, phone, date and place of birth, program of studies, and participation in sports, weight and height of the athletes, degrees and honors received and related information.

The institution may provide information contained in the record of the student without their consent under the conditions provided by FERPA.

The student selects the information through the directory and selects a category of the information authorization that empowers the institution to disclose, it is divided into three categories:

- a. Name, student number, address, telephone number, date and place of birth, email, major, enrolled credits, period of studies, participation in official and sports activities, weight and height of athletes, degree and awards received and schools or universities attended.

- b. Name, student number, concentration, credits enrolled, period of studies, participation in official activities and sports, weight and height of athletes, degree and all awards received and schools or universities attended.
- c. I do not authorize the institution to provide information on the categories of the information directory.

## **STUDENT'S RIGHTS UNDER THE FERPA LAW**

The law gives certain rights to the students who are 18 years or older or who attend an institution of higher education. These rights include:

- The right to inspect and review the information that is kept in his/her academic record. The right to examine the record within 45 days from the day the Universidad Ana G. Méndez, Cupey Campus receives the request in writing. The application must be requested at the Office of the Registrar; it must specify what the student wishes to examine in his/her record.
- The right to amend or correct information. Such amendment or correction will be requested in writing and shall specify the aspects the student understands should be changed including the reasons. If such amendments or corrections cannot be done, the student will be notified in writing with a right to a hearing.
- The right to consent in writing before the institution reports personally identifiable information from their record. This right is limited to the information that FERPA authorizes to offer without the consent or authorization of the student. In addition, it allows that information without the consent of the student can be offered to the University Officials who have a legitimate educational interest in order to comply with their professional responsibility. The institution may offer student record information, without his/her consent to another educational institution in which the student wishes to enroll.
- The right to claim or file a complaint with the U.S. Department of Education non-compliance of the Universidad Ana G. Méndez, Cupey Campus of this law. The claim should be directed to Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202.

## **ADMINISTRATION OF THE FERPA LAW**

The Office of the Registrar is responsible for the administration and application of the FERPA Law. The Registrar is responsible for ensuring that compliance as stipulated in the law. The

Registrar, the Academic Vice Chancellor and the Vice Chancellor for Student Affairs will attend any claim in this regard.

# Student Services



## **OFFICE OF THE VICE- CHANCELLOR OF STUDENT AFFAIRS**

### **STUDENT SERVICES**

The office of the Vice Chancellor of Student's Affairs offers a variety of services that promote an integral student development. The student services reflect the University commitment to its mission, to provide integrated and student centered services towards the achievement of their academic goals. Responsible and committed professionals offer the student services.

The following offices and programs provide Student's services:

- CISE - offer students a one stop location at the main campus and additional locations for Admissions, Financial Aid, Registrar and Bursar's office services.
- Health Services
- Quality of Life and Student Wellness
- Scholarship and Internships
- Sports Program
- Complementary Educational Services Project
- Admissions, Marketing & Recruitment
- Alumni office

#### **Quality of Life and Student Wellness**

The Quality of Life and Student Wellness Office provides support services to promote healthy lifestyles and personal development, the educational, social and occupational health of our students. The primary 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 establish leadership skills and to assume responsibility with themselves and their community. The services include individual and group personal counseling, career counseling and crisis intervention, enhancement of leadership skills, follow up referrals, workshops, and others. A Licensed Professional Counselor provides these services. Also, develop prevention activities in the drug and alcohol use, sexual assault, and violence.

The dramatic changes of the dynamic society are also reflected in our student's' population. The needs of the younger Student's, 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.

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

The program emphasizes outreach and a pro-active stance in the delivery services.

### **Reasonable Accommodations**

In compliance with state and federal laws protecting the rights of persons with disabilities reasonable accommodation is provide. Students should apply for these services voluntarily.

### **Employment Center**

Provide guidance and related activities to be successful in seeking and obtaining employment. Participants receive market information and are referred for job opportunities, facilitating the transition into the work setting.

### **Student Support Services Project**

The Student Support Services Project at Universidad Ana G. Méndez, Cupey Campus provide an integrated gamma of academic and counseling services to over 200 UAGM Student's a year that meet the eligibility criteria established by federal law for participation in this project.

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

To qualify as a project 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 be required of those Student's 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.

Collaborative agreements are maintained in main campus with nearby hospitals to provide services in emergencies requiring transfer to hospital.

The Off-campus sites have collaborative agreements with nearby hospitals to provide services in the event of an emergency.

### **Social and Cultural Activities**

Social and cultural activities are available on campus providing opportunities for all student's to enhance their educational experience. Social and cultural activities give the students, faculty and the community an opportunity to watch films, and theatrical performances, attend concerts, workshops and seminars.

The Academic Schools coordinate and present on campus art exhibits, literature presentations, lectures and other activities. In addition, the student's organizations coordinate activities related with their academic and professional interests.

The student's participation in these activities aims at developing attitudes, values, sensibility towards art, literature and good citizenship.

### **Sports Program**

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

The Sports Complex provides the Student's and community, recreational athletic activities to promote physical wellbeing such as; swimming lessons, aerobics, athletic therapy and gym membership. The institution has a bus that provides free transportation to and from Main Campus and the Complex for the university community.

The Sports and Recreation Program offers intramural and extramural activities. Through this program, students are encouraged to get involved in extracurricular activities that help to enhance their development and quality of life.

The Intramural Component sponsors tournaments and competitions in the following sports: basketball, volleyball, tennis, cross-country, table tennis, and chess, among others. In addition, the program includes other physical fitness and recreational activities such as aerobic exercise, sports exhibitions, and invitational tournaments.

The extramural program organizes teams for men and women in the following sports: basketball, volleyball, softball, table tennis, chess, tennis, cross-country, track and field, weight lifting, and baseball.

The teams participate in intercollegiate activities, organized by the LAI (Intercollegiate Athletic League) and compete with other universities in Puerto Rico.

### **Virtual Bookstore**

The Blackboard Virtual Store is a convenient way to acquire the textbooks. The student must access the Blackboard application through [www.suagm.edu](http://www.suagm.edu).

### **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.

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. 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 are evaluated utilizing both Veteran's Benefits and Pell Grant criteria, if they are eligible.

The student is responsible for notifying any change that occurs in their enrollment to the Certifying Officer and the Department of Veterans and inform any changes such as; change of institution, academic goal or program. The student should use the corresponding forms of each chapter. A student who used the Veteran's benefits at another institution must present the credits' transcript of origin, no later than two semesters.

The benefit for eligible Veterans students for GI Bill (Chapters 31, 33, 30, 1606 and 35) is requested online by accessing <https://www.va.gov/>. The beneficiary must comply with the requirements of the U. S. Department of Veterans Affairs before applying.

The Certifying Officer is located at the Registrar's Office (787) 766-1717 ext. 6550 who is responsible for handling all procedures related to Veterans beneficiaries.

### **Volunteer Education Program of the Department of Defense**

The program is intended for members of the military service Tuition Assistance; (U.S. Army, U.S. Navy, U.S. Air Force and U.S. Marine Corps). It is important that the student visit the Counselor of the Volunteer Education Program of the Department of Defense, for more details you can access: <https://www.militaryonesource.mil>

### **Student Organizations**

According to their interests, Student's join social service, and academic, professional and honorary groups. All Student's' organizations must be recognized and approved by the office of the Vice Chancellor for Student's Affairs. Any group consisting of ten or more regular Student's and in compliance with the Student's Regulations may organize and apply for official recognition of its organization.

Students, who are interested, should request an application from the Associate Vice Chancellor of Quality of Life and Wellness. The purpose of the organization and the name of the advisor should be stated. All students are encouraged to participate actively in organizations. Participation in Student's' organizations fosters leadership by developing mutual understanding and respect for social and human values. In addition, the Student's develop leadership skills and help enhance the student's quality of life in the institutional setting.

The Student Regulations and other institution's standards must govern all student's activities and organizations. Failure to comply with existing rules and regulations will incur in disciplinary measures and/ or other penalties, accordingly.

### **Student Council**

There is a Student Council, which has, among others, the following functions: to represent the student body, make recommendations to the Vice Chancellor for Students Affairs, participate in

various institutional committees, serve as liaison between students, professors and the administration, to promote the general well-being of the Institution.

Student Council members are elected by secret vote by the members of the Student Government Assembly. The delegates are student body representatives. The Vice Chancellor for Student's Affairs supervises the delegate meeting.

The Student Council establishes relationships among students, faculty and administration.

### **Disciplinary Regulations**

Universidad Ana G. Méndez, Cupey Campus Administrative Council has approved the Students Regulations, which include the disciplinary regulations. The Student's at Universidad Ana G. Méndez, Cupey Campus are expected to honor, obey and respect these regulations. These principles, rules and regulations are clearly stated in the Institution's by - laws, the Academic 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 commit to read and become familiar with the Student's Handbook, Student's Regulations, Academic Norms and Administrative Procedures. These documents are available at the institution web site: [www.suagm.edu/UAGM](http://www.suagm.edu/UAGM) under the heading student services, student life and Student Consumer Information.*

## **ASSOCIATE VICE-CHANCELLOR OF SCHOLARSHIPS AND INTERNSHIPS**

Offers academic and occupational opportunities and honor scholarships to the students of the Universidad Ana G. Méndez, Cupey Campus. The internships can be done with a private or a public institution in Puerto Rico or abroad. These experiences compliment the academic preparation and promote the students to the workforce.

The program offers orientations about the available internships, the requirements of each program and provides support to the students in the process of applying them. The internships can be substituted for course credits.

Those students that demonstrate a high academic performance and economic need are eligible to apply for Honor Scholarships. This aid includes partial monetary assistance to pay for tuition fees and stipends to cover book costs. In addition, monthly stipends are available for students that meet all requirements and criteria in each program.

The Vice-Chancellor of Scholarships and Internships encourages students to apply for aid with external organizations that are known to provide financial support for college education, professional travel and internships.

The scholarships program promotes the development of leadership, skills and the sense of civic responsibility to those students participating in seminars, associations and in labor community activities.

## **CHILD DEVELOPMENT CENTER**

The Child Development Center is located within the facilities of Universidad Ana G. Méndez, Cupey Campus (UAGM). The purpose of the Center is to offer childcare services from 7:00 AM to 10:30 PM to children 2-8 to 4-8 years of age whose parents are eligible students and employees of Universidad Ana G. Méndez, Cupey Campus. Activities at the Center are designed to foster the integral development of the children by providing them with fun and recreation. The aim is to contribute to the children's self-sufficiency and emotional stability in a safe, loving environment where they can learn to take care of themselves.

From 7:00 AM to 2:00 PM, an educational program sponsored by the San Juan Head Start Program and the Quintana Baptist Church is offered. From 2:00 PM to 10:30 PM, the day care services are sponsored by ACUDEN.

UAGM Extended Child Care from 2:00 PM to 10:30 PM an educational and recreational program that offers services with cost including mentoring to children of employees after its exit from the school. In addition, offers free educational services to children of student of the UAGM.

## OFFICE OF INTERNATIONAL AFFAIRS

The Office of International and Corporate Affairs is an entity under the Chancellor's office and it promotes the internationalization of the Cupey Campus of the Ana G. Méndez University system as part of its Academic Policy.

### Specialized Services

- Recruitment of F1 Visa Students
- Recruitment of J1 Visa Students
- Study Abroad Program
- Bilateral Student Exchange Program
- International Scholarships Program
- International Agreements
- International Grants Writing
- International development options for faculty and administrators.
- International networking with IHE.
- International Research Cluster (IRC)

### Study Abroad Program

Application requirements:

- Must be a currently enrolled student.
- Must be a student currently on the second year of study or higher. Students on their last semester won't be eligible for the program.
- Must have a GPA of 3.00 or higher.
- Must have an up to date passport. Passports currently being updated will be accepted.
- Must have the student Academic Dean's approval.
- Must show evidence of economic solvency for program associated expenses: air fare from Puerto Rico to destination, room and board, local transportation, educational expenses, international medical insurance, and Visa expenses as required by the destination country.

Application process:

- Complete the Application Form available on the International Affairs web page (OAI) and submit together with required documents listed.
  - Mentor's (professor's) letter of recommendation.
  - Academic credits transcript that evidence current GPA of 3.00 or higher
  - Essay, 1 or 2 pages long, with detailed information describing academic and cultural purpose for admission to the program.

- Study Abroad Academic Recognition Form (SAARF) must be completed with an academic advisor of the Academic School in which the student is pursuing his/her degree.
- Acquire the signatures of the Dean, the Study Abroad Program Director and the Registrar in the SAARF.
- Complete official enrollment at the Cupey Campus of the Ana G. Méndez University before departing to university of choice.
- Participate in Pre Departure Orientation sessions hold by the Office of International Affairs on the dates announce.

### **Student Exchange Program**

#### Application requirements:

- Must be a currently enrolled student.
- Must be a student currently on the second year of study or higher. Students on their last semester won't be eligible for the program.
- Must have a GPA of 3.00 or higher.
- Must have an up to date passport. Passports currently being updated will be accepted.
- Must have the student Academic Dean's approval.
- Must show evidence of economic solvency for program associated expenses: air fare from Puerto Rico to destination, room and board, local transportation, educational expenses, international medical insurance, and Visa expenses as required by the destination country.

#### Application process:

- Complete the Application Form available on the International Affairs web page (OAI) and submit together with required documents listed.
  - Mentor's (professor's) letter of recommendation.
  - Academic credits transcript that evidence current GPA of 3.00 or higher
  - Essay, 1 or 2 pages long, with detailed information describing academic and cultural purpose for admission to the program.
  - Study Abroad Academic Recognition Form (SAARF) must be completed with an academic advisor of the Academic School in which the student is pursuing his/her degree.
  - Acquire the signatures of the Dean, the Study Abroad Program Director and the Registrar in the SAARF.
  - Complete official enrollment at the Cupey Campus of the Ana G. Méndez University before departing to university of choice.
- Participate in Pre Departure Orientation sessions hold by the Office of International Affairs on the dates announce.



**Bilateral Student Exchange Program**

The Bilateral International Student Exchange Program (J1 VISA) is available for students enrolled in Higher Education Institutions with which the Cupey Campus of the Universidad Ana G. Méndez has Student Exchange collaboration agreements.

# Student Financial Aid

## **STUDENT FINANCIAL AID**

The mission of the financial aid program is to provide the student financial aid assistance to finance their studies according to the criteria of financial need, federal, state and institutional regulations.

Our Student Financial Aid Program operates under the basic principle that the primary responsibility of financing higher education of the family. Therefore, the majority of the funds are offered under the economic criterion of their needs. 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 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/her program of studies and at the same time receives compensation for the work being done, thus helping with his/her educational costs.

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

### **GRANT-SCHOLARSHIP PROGRAMS**

#### **Federal Pell Grant**

This grant helps undergraduate Students to pay for their postsecondary education and Students must be enrolled at least in three credits to receive the benefit. For the academic year 2019-2020 the maximum annual award is \$6.195 and the student must meet the eligibility requirements of the program.

#### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

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

#### **State Funds**

The Board of Postsecondary Institutions (JIP) manages this program. The institution participating in this program must submit the candidates to the JIP and after the qualifications are met, 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 accumulate and be capitalized (added on the principle).

### **Federal Direct Parent Loan for Undergraduate Students and Graduate PLUS (FDPLUS/FGPLUS)**

“PLUS” loans are borrowed by parents for dependent Students or by Students in a graduate program. The interest rate is fixed, with a cap of 9%. Repayment begins 60 days after the First Disbursement.

## **WORK AND STUDY PROGRAM**

### **Federal Work-Study Program (FWSP)**

This is a program that requires the student to work a maximum of 100 hours per semester. 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 Students’ benefits.

### **PR Honor**

This institutional scholarship program is designed to provide to talented high school Students the opportunity of pursuing their college education at Universidad Ana G. Méndez, Cupey Campus and Locations Candidates will be evaluated based on High School GPA and CEEB scores.

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.
- Foster 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 October 1st.

The student must submit the Free Application for Federal Student 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](http://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 halftime except for the Federal Pell Grant, which allows less-than-halftime enrollment.
- Not received a Bachelor's Degree for Pell and FSEOG.
- Provide documentation of any information requested by the Office of 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.***

## TUITION, FEES AND RELATED INFORMATION

### Tuition and Fees

Once a year the Vice-presidency for Financial Affairs publishes a circular letter with information about tuition for all academic programs and other fees for all institutional services. This circular letter is available at the Bursar's Office.

Average Annual Tuition and Fees     \$5,364

Costs are estimated and are subject to change.

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

Certificate Programs                     \$ 181.00

In addition, the institution has a general fee of \$450.00 per semester. Costs are subject to change from one academic year to the next.

Please note that in attending any university, students will have 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 that the services are requested by the student. 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 retained, and presented with any claim or adjustment requested. The Bursar's Office will not accept claims without receipts.

### Tuition Option Payment Plan (TOPP)

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

The TOPP will only allow a due balance of \$1,800.00 that may be paid through a SUAGM's payment plan.

### Clear Statement

Students with pending balance of a debt cannot be a enroll and will not be able to access their grades. Cannot be able to receive official documents.

### Invoices

The Bursar's Office will mail two invoices during the regular semester. The approximate dates for the mailing of such invoices are: September 30, November 15, February 28, April 15, June 30 and July 15.

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

## **ADJUSTMENTS AND REFUNDS FOR ACTIVE AND NEW STUDENTS**

### **REFUND POLICY**

#### **Total Withdrawal**

The costs of any student who complete an official withdraw process will be adjusted according to the days attended classes until the date of the official withdraw and the total of semester or part of term days, as applicable.

#### **Mid-Point**

All Students that have WF at the end of the semester, in all courses, will be charged 50% of the total cost of their tuition.

#### **Partial Withdrawal**

Students who partially withdraw, starting the first day of classes of each semester, the System will charge 100% of the tuition costs.

#### **Non- Attendance**

Students who do not attend their registered courses will be marked N/A by the professors, given an administrative withdrawal, and refunded 75% the cost of the course. The student will be held responsible for 25% of the cost, as financial aid programs do not cover it.

#### ***Important Note:***

***Sistema Universitario Ana G. Méndez reserves the right to review the tuitions and fees. It is the Students responsibility to stay informed about charges, fees, schedules, courses, requirements for degrees, tuition and policies of the Bursar's Office by visiting the webpage [www.suagm.edu/UAGM](http://www.suagm.edu/UAGM).***

# Retention and Student Development



## **ASSOCIATE VICE-CHANCELLOR FOR RETENTION AND STUDENT'S DEVELOPMENT**

The Associate Vice-Chancellor for Retention & Student Development Office develops and leads the institutional strategic retention planning, to increase retention and graduation rates. This Vice-chancellery fosters interaction among students, faculty, staff and other constituents to provide academic and personal support services to promote and facilitate adjustment to university life, all the way through the transition of the Student's from high school up to becoming graduation candidates.

The following programs and services are offered with the supervision of the Associate Vice-Chancellery for Retention & Student Development and strategies coordination with the Academic Schools and Additional Locations.

### **Evaluation, Diagnosis, Placement & Assessment Center**

The Center gathers information about the skills and characteristics of the Student's all the way through their academic experience, to identify what Student's needs to become successful. To achieve this, a Student Tracking is geared to follow the Student's from First-Year to graduation. It allows documenting interventions carried out with the Student's in the areas of academic advising, counseling, tutoring, and assessment.

An important function of the Center is the placement process in Mathematics, English and Spanish through a placement test or College Board Test. The results are utilized to enroll Student's in the appropriate course.

In addition, the Center for Evaluation, Diagnosis, Placement and Assessment evaluates and assess the retention programs, services and strategies.

### **First-Year Program**

This program introduces the academic and social environment with a focus on the success and retention of all first-year student's. It also provides a wide range of services including orientation and counseling, academic advising, follow-up in the classroom (Early Alert System), enrollment according to the placement of the student, welcoming new Student's and academic orientation, application of satisfactory academic progress standards, academic evaluations and study plans.

### **First-Year Induction Seminar**

The purpose for the First-Year Induction Seminar is to develop knowledge, skill techniques and attitudes to facilitate Student's' transition process throughout their college experience. The First-Year Induction Seminar integrates four approaches directed to the achievement of the Student's' educational goals: strengthening of academic skills and techniques; development of logical and critical thinking as fundamental skills for learning; study of personality traits that are important for Student's' success; and exploration of vocational and career preferences from a holistic perspective.

### **First-Year Academic Advising & Counseling Center**

The First-Year Academic Advising & Counseling Center provides a student-centered environment that encourage Student's to reach their academic, personal, and career goals while they are enrolled at Universidad Ana G. Méndez, Cupey Campus.

The service is offered on an individual or group basis and facilitates student adjustment to the University environment. Academic Advisors and Counselors offer an early, continuous, and intensive Student's' follow-up to address all personal and academics matters that affects student academic success.

### **Orientation and Counseling Program**

Professional Counseling address with different personal student's needs. Counselors also offer career exploration counseling to help student's decision-making process related with career goals.

### **Academic Advising Program**

The Academic Advising Program is a core component and is set up as the most comprehensive strategy to support Student's in achieving academic success. The academic advisor assist student, providing information, clarifying policies, procedures and institutional requirements to help students make appropriate decision for attain the career goal.

### **Faculty Mentoring Program**

The Mentoring Program provides support for freshmen students, to positively influence student success, and to enhance student learning. As part of an integrated advising team, a professor is assigned to each participating student to ensure a successful transition to the college environment.

### **Peer Tutoring Program**

The Peer Tutoring Program is a component of a student support to help Student's be more successful. To accomplish this, the tutors task themselves with knowing how to stimulate the Student's according to their needs through use of various resources and teaching strategies. Through one on one, groups and online tutoring, the student is aided in understanding a concept, clear any doubts from class, and go over techniques needed to complete assignments. Peer tutoring allows students the ability to work at their own pace and from their level of knowledge on the subject. **This service is available for first-year and upper level students. All tutoring services are free.**

### **Academic Advising (Upper Division)**

Both professional advisers and faculty advisers provide the Academic Advising Program at UAGM. Quality academic advising includes both the prescriptive elements of advising such as: assisting with course selection, maintaining curriculum checklists, and tracking degree progress. In the developmental aspects of advising are: major and career decision making, integration in campus and academic cultures, assistance with and referrals surrounding issues affecting a student's academic success.

### **Leadership Program**

The mission of Universidad Ana G. Méndez, Cupey Campus, guides the Leadership Program. This program offers opportunities for students to acquire personal & professional skills and voluntary service. We achieve this through trainings, workshops and continuing education activities. Students will be required to complete all six workshops and 125 hours of voluntary service to receive their certification.

### **Peer Mentoring Program**

The Peer mentoring program is comprised of senior students who, through their knowledge, experience and training, assist freshman Student's in their transition from school to the university life. To fulfill their mentoring role, they participate in an annual training process with personal, academic and professional development workshops and continuing education activities during the semester. The Peer Mentor Student Handbook and the detailed description of the seven-phase peer mentoring support the training.

The mentors are also bridge-builders between their first-year mentees and the student service departments across campus. Through individual assistance, meetings and conversations, this peer mentor dedicates volunteer time to their peers in their adjustment process and provide alternatives for decision-making.

### **Peer Academic Advising**

The Peer Academic advising program is comprised of senior students who, through their knowledge, experience and training, assist first-year Student's in placement and enrollment. The peer advisor also helps Student's to raise awareness about their academic requirements, support services, campus resources, and important dates and deadlines. The Peer Academic Advisors work closely with Professional Advisors across campus to ensure that students have a successful and fulfilling experience while attending.

### **Parents and Family Program**

The Parents and Family Program at UAGM provides communication between the University and parents of our students to support student success, generate goodwill for the University, and promote an appropriate role for parents within the campus community.

The Parent and Family Program, in collaboration with offices and departments throughout the campus, works with parents to help them understand the student experience, support student learning, and empower Student's to take personal responsibility for their social and academic choices.

# Information Resources

## INFORMATION RESOURCES

### LIBRARY

The mission of the Library is to provide agile information services, through an updated collection, accessible physically or by remote access, with the assistance of competent staff, located in optimal quality physical facilities and environment. The Library web page <http://bibliotecaUAGM.suagm.edu> offers all the information about collections and services. The automated system provides access to information resources that can be requested by Interlibrary Loans in all of AGMUS institutions and its University Centers, in Puerto Rico and the Main Land.

The library also offers a variety of services, which provide the skills needed for the effective use of the information resources, such as Information Literacy, Virtual Reference Services, Faculty Liaison Program, Tutorial and Guides. As the whole campus, the Library offers Wi-Fi connection and remote access to all its collection.

### REGULAR SERVICES

#### Circulation

Library users can borrow the service point that provides general and specialized books that, for extended periods.

#### Reserve

Include resources that have been identified in the course outline, such as textbooks and other information resources that are placed by faculty members for specific courses, and are borrowed for limited period.

#### References

Provides specialized and basic reference sources that can be found in dictionaries, encyclopedias biographies, yearbooks, atlas, and government documents. Assists with library instruction and the use of electronic resources.

### SPECIAL AREAS

#### Center for the Access to Information Resources (CARI)

It is a working open space, for students to look for information or prepare works. It is equipped with multiple computers, printers and photocopying machines. Specialized personnel give attention to students. Here also is the laboratory where the librarian gives the workshops.

#### Center for Environmental Information in the Caribbean (CIAC)

This collection is specialized in environmental resources that include environmental planning, conservation of natural resources, environmental risk management, and environmental education.

#### Olga Nolla Puertorrican Collection

This area is composed of the Olga Nolla Collection, the Eugenio Fernández Méndez Collection, the Puertorrican Collection, and the Information File. The Olga Nolla Puertorrican Collection has

resources in a variety of formats that range from print formats (books and periodicals) to government documents, multimedia, digital resources and newspaper clippings that can be found in the Information File. The collection also harbors the theses and dissertations that have been submitted by the graduate Student's at the University.

### **Collection Development**

This unit is responsible for all the procedures that pertain to collection development, such as selection, acquisition, receiving, cataloguing, labeling, distribution, bookbinding, and the weeding of library bibliographic resources.

### **Biblioteca Siglo XXI Luis G. Fortuño**

Since 2014, it houses Biblioteca Siglo XXI Luis G. Fortuño, a space for the development of research opportunities in the Ex-Governor's administration and in specific themes as economic development.

# **UAGM Non-Degree Academic Offer**

## **CLASSIFICATION OF INSTRUCTIONAL PROGRAMS (CIP)**

## **CUPEY CAMPUS**

The main campus academic offer respond to the needs of the communities from various geographical areas thorough Puerto Rico. The main campus is located in Cupey, San Juan, PR.

The academic programs offered are; Certificates, Associate, Bachelor's and Master's degrees.

The student services are provided by the offices of the Guidance Counselor, Registrar, Financial Aid, Bursar's, Admissions, and Library. The faculty is from the surrounding community with Associates, Bachelor's and Master's degrees, and professional credentials; all are recruited for their excellent educational background and experience.

The main campus offers the following academic programs:

### **CUPEY MAIN CAMPUS**

Physical Address: 1399 Avenida Ana G. Méndez  
San Juan, PR 00926

- Dental Assistant with Expanded Functions
- Preschool Teacher Assistant
- Billing and Collection of Medical Insurance
- Practical Nursing
- Pharmacy Technician
- Administration of Recreational and Sports Programs
- Clinical Therapeutic Massage
- Operating Room Technician
- Technical Specialist in Photonics and Lasers



## OFF CAMPUS SITES

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 Aguadilla, Bayamón, and Jayuya.

The academic programs offered are: Certificate, Associate, Bachelor's and Master's degrees.

The same educational support services that are available on the main campus are also available at the additional localities. 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 Associates, Bachelor's and Master's degrees, and professional credentials; all are recruited for their excellent educational background and experience.

The Four Off-Campus sites offers the following academic programs:

### AGUADILLA UNIVERSITY CENTER

Physical Address: #111 ST KM.0.6 Bo. Palmar  
Aguadilla, Puerto Rico

- Preschool Teacher Assistant
- Clinical Therapeutic Massage
- Pharmacy Technician

### COMERIO ADDITIONAL LOCATION

Physical Address: Calle Georgetti # 25  
Comerío, PR 00782

- Preschool Teacher Assistant
- Billing and Collection of Medical Insurance
- Practical Nursing
- Clinical Therapeutic Massage
- Pharmacy Technician

## **BAYAMÓN UNIVERSITY CENTER**

Physical Address: #167 St. Centro Gubernamental  
Paseo del Parque, Esq. Santiago Veve  
Bayamón, Puerto Rico

- Preschool Teacher Assistant
- Practical Nursing
- Billing and Collection of Medical Insurance
- Clinical Therapeutic Massage
- Computer Repair And Network Installations
- Pharmacy Technician

## **JAYUYA UNIVERSITY CENTER**

Physical Address Catalina Figueras #100 St.  
Jayuya, Puerto Rico

- Billing and Collection of Medical Insurance
- Clinical Therapeutic Massage
- Computer Programming

**SCHOOL OF TECHNICAL STUDIES**

| <b>PROGRAMS</b>   | <b>CREDITS</b> | <b>CIP-CODE</b> | <b>CLOCK HOURS</b> | <b>LENGTH OF PROGRAM</b> |
|---|----------------|-----------------|--------------------|--------------------------|
| Certificate in Photonics and Lasers Technical Specialist          | 40             | 15.0304         | 1000               | 2 years                  |
| Certificate in Computer Programming                               | 54             | 11.0201         | 900                | 2 years                  |
| Certificate in Dental Assistant with Expanded Functions           | 58             | 51.0601         | 1485               | 2 years                  |
| Certificate in Preschool Teacher Assistant                        | 60             | 13.1501         | 955                | 2 years                  |
| Certificate in Billing and Collection of Medical Insurance        | 57             | 52.0407         | 955                | 2 years                  |
| Certificate in Practical Nursing                                  | 46             | 51.3818         | 1140               | 2 years                  |
| Certificate in Pharmacy Technician                                | 54             | 51.0805         | 1810               | 2 years + 1 semester     |
| Certificate in Administration of Recreational and Sports Programs | 54             | 31.0504         | 900                | 2 years                  |
| Certificate in Clinical Therapeutic Massage                       | 56             | 51.3501         | 1140               | 2 years                  |
| Certificate in Computer Repair And Network Installations          | 43             | 47.0104         | 645                | 1 year + 1 semester      |
| Certificate in Operating Room Technician                          | 47             | 51.0909         | 1110               | 2 years                  |

# Technical Certificates

## UAGM'S GENERAL EDUCATION (GE)<sup>1</sup>

### INSTITUTIONAL GOAL

General Education (GE) is the foundation over which mastery of knowledge, competencies and skills at the college and university levels is built. One of this institution's aims is to contribute to the strength of this foundation by enhancing the levels of Student's' proficiencies in the competencies associated with General Education so they can succeed as valuable lifelong learners, professionals, citizens and individuals in Puerto Rico, the Caribbean and the World.

### PROGRAM GOALS

The completion of the General Education Component provides students the skills and competencies that allow them to:

1. Explain theories on the origins and development of human beings and the physical world.
2. Describe and analyze the sciences that examine the individual human conduct.
3. Explain human conduct through the disciplines of the humanities and their impact on individual and social development.
4. Develop oral and written communication skills in Spanish and English.
5. Develop and apply information management skills, scientific method and quantitative and qualitative reasoning.
6. Develop technological capabilities for data management and information literacy.

The above are UAGM's expression of the following general education competencies: (1) disciplinary literacy in the humanities, history, the natural sciences, and social sciences; (2) oral and written communication in English and Spanish; (3) critical thinking skills (4) quantitative literacy; and (5) technology and computer literacy, which correspond with those, expressed by MSCHE.

At UAGM, the General Education component of the curriculum consists of two (2) levels. Level one consisting of 45 credits in the General Education Basic Component, which are required to all UAGM Student's regardless of School affiliation or major, selected at the baccalaureate level; and 24 credits for the associate degree level. Level two varies in number of credits from School to School, according to disciplinary requirements. All academic schools and units are required to systematically review their mission, goals, and targeted General Education student learning outcomes to ensure their alignment to the institutional mission and General Education competencies. The UAGM Comprehensive General Education Assessment Plan is aligned with

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<sup>1</sup> The General Education (GE) courses may vary by academic program. Refer to each academic school for details.

the institution's Mission, Vision, and expected General Education competencies or outcomes, as well as with MSCHE's *Characteristics of Excellence*. This alignment assures that all assessment activities are cohesive, comprehensive, and grounded in the key documents that guide the quality of the education provided by the Institution.

## GENERAL EDUCATION COURSES

### Courses Descriptions

#### **BIOT 106**

##### **Anatomy and Physiology (Survey Course)**

##### **Four Credits**

##### **Prerequisites or Co requisites: None**

This course enables students to acquire the fundamentals of the Biological Sciences focused on the characteristics of matter, the cell, the introduction to human anatomy and physiology and genetics. The student must complete a total of six (6) contact hours each week, distributed in three (3) of conference class, and three (3) of laboratory work.

#### **BIOT 107**

##### **Principles of Anatomy and Physiology I**

##### **Four Credits**

##### **Prerequisites or Co requisites: None**

This course presents the fundamental concepts of Biological Sciences focused on the characteristics of matter, the cell, the introduction to human anatomy and physiology, as well as the study of different systems and organs of the human body from a structural and functional point of view. This course also presents the basic concepts of structure and function of the human body, conditions and treatments of the integumentary, musculoskeletal, nervous, blood and immune systems. The student must complete a total of six (6) contact hours each week, distributed in three (3) of conference class, and three (3) of laboratory work.

#### **COIS 101**

##### **Introduction to Computers**

##### **Three Credits**

##### **Prerequisites or Co requisites: None**

This course develops in the student levels of productivity in the use of computers, necessary to perform effectively in their personal and work environment. Throughout the course, the student will acquire the competencies of a beginner level user, while being exposed to the most recent technological developments. The student will learn desktop applications used to create documents, spreadsheets, audiovisual presentations, electronic mail, and internet searches. Requires laboratory.

#### **ENGL 101**

##### **Introductory English Language Course Basic Level**

##### **Three Credits**

##### **Prerequisites or Co requisites: None**

This course is a comprehensive based offering for first year students. It includes basic grammar structures, oral practice, reading, and writing activities.

**ENGL 102****Introductory English Language Course Basic Level****Three Credits****Prerequisites: ENGL 101**

Emphasizes the development of basic written communication and reading skills. Grammar instruction is provided for students who need to improve their proficiency in English.

**ENGL 103****Introductory English Language Course Intermediate Level****Three Credits****Prerequisites or Co requisites: None**

This course is a thorough study of intermediate English grammar leading to the development of basic speaking, listening, reading, and writing skills. The duration is one semester, three hours per week

**ENMA 101****Introduction to Entrepreneurial Development****Three Credits****Prerequisites or Co requisites: None**

This course offers students a basic understanding and overview of the business world and the entrepreneurial field. This includes topics related to writing a business plan, business ethics, management, marketing, finance, accounting and the legal aspects of commercial operations.

**FYIS 101****First Year Induction Seminar****Three Credits****Prerequisites or Co requisites: None**

This seminar is designed to facilitate the transition and integration of freshman at the university. Its purpose is to develop knowledge, attitudes, and study skills appropriate and necessary skills to help students achieve their educational goals and facilitate their transition to university life. Integrates four approaches aimed in facilitating the achievement of educational goals of the students: 1. Strengthen academic skills and techniques, 2. Develop logical and critical thinking as essential skills for learning, 3. Studying personality traits, attitudes and behaviors that are important for student success; 4. Explore their career preferences and professional career. The techniques and skills applied in the Seminar strengthen academic and cognitive areas, establishing a link between multiple intelligences and critical thinking, contributing to academic success. The seminar is offered for three hours a week, day period. In the night it is offered for two hours, twice a week for eight weeks.

**HUMA 101****World Culture I****Three Credits****Prerequisites or Co requisites: None**

Critical study of the humanity cultural evolution from the origin of the cities and the urban life until the modern society. Attention to the most important cultural events. Promotes understanding of the moral, social and cultural aspects of Puerto Rican society in the global context.



**HIST 253****History of Puerto Rico Compendium****Three Credits****Prerequisites or Co requisites: None**

Study and analysis of Puerto Rico's historical development from its beginnings to the present. Emphasis is given to the social, political, economic and cultural development of the island.

**MATH 101****Mathematical Reasoning I****Three Credits****Prerequisites: Location Exam and mathematic Scores at the College Board**

This course offers the opportunity to acquire skills necessary to apply in the solution of situations that appear in live. In addition, ample the operational range with its applicability to different professions. It develops skills of operations with real numbers and their applications. It also introduces basic skills in the field of geometry by its importance in the life. This course is offered weekly in 3 hours and includes one hour of laboratory for a total of four weeks weekly.

**PSYC 123****General Psychology Survey Course****Three Credits****Prerequisites: SOSC 101-102 or SOSC 103**

Survey course in general psychology. Study of basic principles, concepts and theories of individual and social behavior.

**SPAN 101****Introductory Spanish Language Course Basic Level I****Three Credits****Prerequisites or Co requisites: None**

"The history and evolution of the Spanish language. Development of reading and written skills. Vocabulary enrichment. Analysis of basic Spanish grammatical structures, supplementary readings".

**SPAN 102****Introductory Spanish Language Course Basic Level II****Three Credits****Prerequisites: SPAN 101**

"The history and evolution of the Spanish language. Development of reading and written skills. Vocabulary enrichment. Analysis of basic Spanish grammatical structures, supplementary readings".

**SCIE 111****Integrated Sciences I****Three Credits****Prerequisites: MATH 102**

This course integrates different science concepts applying the scientific method. It establishes the relationship between science and technology. Students will study the origin and development of the Universe, particularly that of planet Earth, and the origin and evolution of organisms. Students will study matter and energy concepts applied to systems. Various energy sources and uses are described as well as their environmental impact incorporating Puerto Rico's situations.

**SOSC 103****Introduction to the Social Sciences / Survey Course****Three Credits****Prerequisites or Co requisites: None**

The course consists of a compendium of the general principles and foundations of the Social Sciences as scientific disciplines. The course specifically studies basic concepts in the fields of anthropology, sociology, economics, and political science, and considers their significance in the analysis of social problems. The course themes are approached from both the global and Puerto Rican perspectives.

## Certificate in Administration of Recreational and Sports Programs

This certificate is designed to prepare specialized personnel to work in recreational and sport programs. The function of the administrator is to organize the activity, buy the necessary equipment, supervise the facilities maintenance, and supervise the recreational and sport leaders and to submit reports of financial statements.

|                               |
|-------------------------------|
| <b>54 Credits / 900 hours</b> |
|-------------------------------|

| First Term   |         |       |  |
|--------------|---------|-------|--|
| Codification | Credits | Hours | Course Title                                 |
| EMT 101      | 3       | 45    | Introduction to Entrepreneurship Development |
| FYIT 101     | 3       | 45    | First Year Induction Seminar                 |
| CRET 100     | 3       | 45    | Recreation as a Profession                   |
| CRET 101     | 3       | 45    | Legal aspect of Recreation                   |
| CRET 102     | 3       | 45    | Informatics Recreation and Sports            |

| Second Term  |         |       |                                       |
|--------------|---------|-------|---------------------------------------|
| Codification | Credits | Hours | Course Title                          |
| COMT 1101    | 3       | 45    | Computer Literacy                     |
| CRET 103     | 3       | 45    | Scientific Fundamentals in Sport      |
| CRET 104     | 3       | 45    | Health, Fitness Efficiency and Sports |
| CRET 105     | 3       | 45    | Recreation Program Planning           |
| CRET 107     | 3       | 45    | Human Growth and Development          |

| Third Term   |         |       |                                  |
|--------------|---------|-------|----------------------------------|
| Codification | Credits | Hours | Course Title                     |
| CRET 106     | 3       | 45    | Introduction to Sport Management |
| CRET 108     | 3       | 45    | Planning Recreational Programs   |
| CRET 109     | 3       | 45    | Writing Recreational Reports     |
| CRET 111     | 3       | 45    | Arbitration in Sports            |
| CRET 115     | 3       | 45    | Therapeutic Recreation           |

| Fourth Term  |         |       |                                  |
|--------------|---------|-------|----------------------------------|
| Codification | Credits | Hours | Course Title                     |
| CRET 117     | 3       | 45    | Evaluating Recreational Programs |
| CRET 120     | 3       | 45    | Handling of Special Populations  |
| CRET 150     | 3       | 135   | Integration Seminar              |

## Certificate in Billing and Collection of Medical Insurance

The curriculum prepares skilled personnel as technicians to work in private medical offices, insurance companies, and health centers at medical billing plan and claim departments.

|                               |
|-------------------------------|
| <b>57 Credits / 955 hours</b> |
|-------------------------------|

| First Term   |         |       |  |
|--------------|---------|-------|--|
| Codification | Credits | Hours | Course Title                                     |
| OFAD 1100    | 4       | 60    | Keyboarding                                      |
| NURS 1201    | 3       | 45    | Medical Terminology                              |
| FYIT 101     | 3       | 45    | First Year Induction Seminar                     |
| MATH 101     | 3       | 45    | Mathematical Reasoning I                         |
| ENGL 101     | 3       | 45    | Introductory English Language Course Basic Level |

| Second Term  |         |       |  |
|--------------|---------|-------|--|
| Codification | Credits | Hours | Course Title                                       |
| OFAD 1110    | 3       | 45    | Document Production I                              |
| OFAD 1022    | 3       | 45    | Coding   |
| OFAD 1008    | 3       | 45    | Basic Billing                                      |
| ACCO 1111    | 4       | 60    | Basic Accounting                                   |
| SPAN 101     | 3       | 45    | Introductory Spanish Language Course Basic Level I |

| Third Term   |         |       |                                    |
|--------------|---------|-------|------------------------------------|
| Codification | Credits | Hours | Course Title                       |
| OFAD 1115    | 4       | 60    | Communication and Document Writing |
| OFAD 1024    | 3       | 45    | Electronic Billing                 |
| OFAD 1125    | 3       | 45    | Technical Report                   |
| COMP 1130    | 3       | 45    | Spreadsheets                       |

| Fourth Term  |         |        |  |
|--------------|---------|--------|--|
| Codification | Credits | Hours  | Course Title                                 |
| OFAD 1026    | 3       | 45     | Audit Health Care Billing                    |
| ENMA 101     | 3       | 45     | Introduction to Entrepreneurial Development  |
| OFAD 1027    | 3       | 45     | Administrative Procedures for Medical Office |
| OFAD 1028    | 3       | 45+100 | Theory and Practice in Medical Facilities    |

## Certificate in Clinical Therapeutic Massage

The Certificate of Therapeutic Clinical Massage prepares the student to improve general wellness through touch and professional handling of patients, applying manipulation techniques, such as: compression, energy touch, friction, and other. The student will manage different types of massage techniques such as aesthetic-spa, medical-spa, energy-holistic, sports, clinical chair massage, among others.

|                                 |
|---------------------------------|
| <b>56 Credits / 1,140 hours</b> |
|---------------------------------|

| First Term   |         |       |  |
|--------------|---------|-------|--|
| Codification | Credits | Hours | Course Title                           |
| THMA 100     | 2       | 30    | Introduction to Massage                |
| BIOL 1107    | 4       | 60    | Principles of Anatomy and Physiology I |
| THMA 102     | 3       | 45    | Therapeutic Massage I                  |
| THMA 102L    | 0       | 30    | Laboratory Therapeutic Massage         |
| THMA 103     | 3       | 45    | SPA Techniques                         |
| THMA 103     | 0       | 30    | Laboratory SPA Techniques              |
| FYIT 101     | 3       | 45    | First Year Induction Seminar           |

| Second Term  |         |       |   |
|--------------|---------|-------|---|
| Codification | Credits | Hours | Course Title                            |
| THMA 104     | 2       | 30    | Reflexology                             |
| THMA 105     | 3       | 45    | Clinical Pathology                      |
| THMA 106     | 2       | 30    | Evaluation and Documentation            |
| BIOL 1108    | 4       | 60    | Principles of Anatomy and Physiology II |
| THMA 108     | 3       | 45    | Therapeutic Massage II                  |
| THMA 108L    | 0       | 30    | Laboratory Therapeutic Massage II       |

| Third Term   |         |       |                                    |
|--------------|---------|-------|------------------------------------|
| Codification | Credits | Hours | Course Title                       |
| THMA 109     | 3       | 45    | Lymphatic Drainage                 |
| THMA 109L    | 0       | 30    | Laboratory Lymphatic Drainage      |
| THMA 110     | 3       | 45    | Sports Massage                     |
| THMA 110L    | 0       | 30    | Laboratory Sports Massage          |
| THMA 111     | 3       | 45    | Therapeutic Massage III            |
| THMA 111L    | 0       | 30    | Laboratory Therapeutic Massage III |
| THMA 112     | 2       | 30    | Chair Massage                      |
| THMA 112L    | 0       | 30    | Laboratory Chair Massage           |
| THMA 113     | 3       | 45    | Structural Kinesiology             |

| Fourth Term  |         |       |   |
|--------------|---------|-------|---|
| Codification | Credits | Hours | Course Title                                |
| THMA 114     | 3       | 45    | Shiatsu                                     |
| THMA 115     | 3       | 45    | Massage for Populations with Special Needs  |
| ENMA 101     | 3       | 45    | Introduction to Entrepreneurial Development |
| THMA 116     | 2       | 30    | Therapeutical Massage Seminar               |
| THMA 117     | 2       | 120   | Supervised Practicum                        |

## Certificate in Computer Programming

The Computer Programming certificate facilitates modern techniques in the area of information systems to work as a computer programmer. The students will operate programs using the most commercial vocabulary in the job market.

|                               |
|-------------------------------|
| <b>54 Credits / 900 hours</b> |
|-------------------------------|

| First Term   |         |       |  |
|--------------|---------|-------|--|
| Codification | Credits | Hours | Course Title                                 |
| COMT 1101    | 3       | 45    | Computer Literacy                            |
| COMT 1130    | 3       | 45    | Computer Applications Spreadsheets           |
| COMT 1131    | 3       | 45    | Programing Logic                             |
| ENMT 101     | 3       | 45    | Introduction to Entrepreneurship Development |
| FYIT 101     | 3       | 45    | First Year Induction Seminar                 |

| Second Term  |         |       |  |
|--------------|---------|-------|--|
| Codification | Credits | Hours | Course Title                                       |
| COMT 1110    | 3       | 45    | Operating System                                   |
| COMT 1120    | 3       | 45    | Visual Basic I                                     |
| COMT 1140    | 3       | 45    | Programming in Cobol I                             |
| ENGT 101     | 3       | 45    | Introductory English Language Course – Basic Level |
| MATT 101     | 3       | 45    | Basic Mathematics                                  |

| Third Term   |         |       |                                   |
|--------------|---------|-------|-----------------------------------|
| Codification | Credits | Hours | Course Title                      |
| COMT 1150    | 3       | 45    | Net Communications                |
| COMT 1160    | 3       | 45    | Database                          |
| COMT 1180    | 3       | 45    | Web Pages and Electronic Commerce |
| COMT 1210    | 3       | 45    | Programming in Cobol II           |
| COMT 1140    | 3       | 45    | System Analysis and Design        |

| Fourth Term  |         |       |                             |
|--------------|---------|-------|-----------------------------|
| Codification | Credits | Hours | Course Title                |
| COMT 1245    | 3       | 45    | Object Oriented Programming |
| COMT 1250    | 3       | 45    | Visual Basic II             |
| COMT 1300    | 3       | 45+90 | Integrative Seminar         |

## Certificate in Computer Repair and Network Installations

The main objective of this program is to look for facilitate the effective application of the acquired theoretical and practical knowledge in technology of networks and all concerning the detection and the repair of problem with the “hardware”. All this based on the requirements of the occupational sector in which it takes part and the development of attitudes that cause their professional and personal overcoming, it includes skills of effective communications, critical though, decision making and creativity, in addition to the capacities related to the use of instruments, tools and equipment, for a labor performance of high quality.

|                               |
|-------------------------------|
| <b>54 Credits / 900 hours</b> |
|-------------------------------|

| First Term   |         |       |  |
|--------------|---------|-------|--|
| Codification | Credits | Hours | Course Tittle                                    |
| ENGL 101     | 3       | 45    | Introductory English Language Course Basic Level |
| COIS 101     | 3       | 45    | Introduction to Computers                        |
| CRAN 201     | 3       | 45    | Basic of Electronics Circuits                    |
| ENMA 101     | 3       | 45    | Introduction to Entrepreneurship Development     |
| FYIS 101     | 3       | 45    | First Year Induction Seminar                     |

| Second Term |         |       |  |
|-------------|---------|-------|--|
|             | Credits | Hours | Course Tittle                                      |
| SPAN 101    | 3       | 45    | Introductory Spanish Language Course Basic Level I |
| OFAD 141    | 4       | 60    | Keyboarding  |
| COIS 215    | 3       | 45    | Introduction to Application Development            |
| CRAN 202    | 3       | 45    | Installation and Computers Repair I                |
| CRAN 204    | 3       | 45    | Installation of Operating System                   |

| Third Term   |         |       |                                      |
|--------------|---------|-------|--------------------------------------|
| Codification | Credits | Hours | Course Tittle                        |
| CRAN 203     | 3       | 45    | Installation and Computers Repair II |
| CRAN 207     | 3       | 45    | Introduction to the Networks (LAN)   |
| CRAN 208     | 3       | 45    | Introduction to the Networks (WAN)   |
| MATH 101     | 3       | 45    | Mathematical Reasoning I             |

## Certificate in Expanded Functions Dental Assistant

The Certificate in Dental Assistant with Expanded Functions prepares the student to provide support and assist the dentist in both preventive and restoration odontology procedures, dental radiology imaging, dental processes and other expanded functions. The program also provides the students with general administrative skills in order to operate the dental clinic.

|                                 |
|---------------------------------|
| <b>58 Credits / 1,485 hours</b> |
|---------------------------------|

| First Term   |         |       |  |
|--------------|---------|-------|--|
| Codification | Credits | Hours | Course Tittle                                      |
| FYIS 101     | 3       | 45    | First Year Induction Seminar                       |
| SPAN 101     | 3       | 45    | Introductory Spanish Language Course Basic Level I |
| DENT 100     | 3       | 45    | Head and Neck Anatomy                              |
| BIOL 1106    | 4       | 60    | Anatomy and Physiology (Survey Course)             |
| DENT 101     | 4       | 60    | Dental Anatomy and Oral Histology                  |

| Second Term |         |       |                         |
|-------------|---------|-------|-------------------------|
|             | Credits | Hours | Course Tittle           |
| DENT 103    | 3       | 45    | Microbiology            |
| DENT 113    | 3       | 45    | Oral Pathology          |
| DENT 119    | 4       | 60    | Radiology I             |
| DENT 119L   | 0       | 60    | Laboratory Radiology I  |
| DENT 129    | 5       | 75    | Pre-Clinic I            |
| DENT 129L   | 0       | 150   | Laboratory Pre-Clinic I |

| Third Term   |         |       |  |
|--------------|---------|-------|--|
| Codification | Credits | Hours | Course Tittle                                    |
| ENGL 101     | 3       | 45    | Introductory English Language Course Basic Level |
| DENT 140     | 4       | 60    | Radiology II                                     |
| DENT 140L    | 0       | 60    | Laboratory Radiology II                          |
| DENT 145     | 5       | 75    | Pre-Clinic II                                    |
| DENT 145L    | 0       | 180   | Laboratory Pre-Clinic II                         |
| DENT 170     | 4       | 60    | Internal Clinic                                  |

| Fourth Term  |         |       |                                       |
|--------------|---------|-------|---------------------------------------|
| Codification | Credits | Hours | Course Tittle                         |
| DENT 180     | 4       | 225   | External Clinical                     |
| DENT 162     | 2       | 30    | Clinical Seminar                      |
| DENT 107     | 2       | 30    | Dental Service Billing                |
| DENT 165     | 2       | 30    | Dental Practice Management and Ethics |



### Certificate in Operating Room Technician

The Certificate in Operating Room Technician prepares the student to assist and support the surgeon during and after the surgical process. It also prepares the student to perform the preparation, disinfection and sterilization of equipment and supplies before and after the surgical procedures.

|                                 |
|---------------------------------|
| <b>47 Credits / 1,110 hours</b> |
|---------------------------------|

| First Term   |         |       |  |
|--------------|---------|-------|--|
| Codification | Credits | Hours | Course Title                                       |
| FYIS 101     | 3       | 45    | First Year Induction Seminar                       |
| BIOL 1107    | 4       | 60    | Principles of Anatomy and Physiology I             |
| SURT 101     | 3       | 45    | Introduction to the World Surgery                  |
| SURT 102     | 3       | 45    | Disinfection and Sterilization                     |
| SPAN 101     | 3       | 45    | Introductory Spanish Language Course Basic Level I |

| Second Term  |         |       |  |
|--------------|---------|-------|--|
| Codification | Credits | Hours | Course Title                             |
| SURT 103     | 3       | 45    | Human Relations and the Surgical Patient |
| BIOL 1105    | 3       | 45    | Introduction to Microbiology             |
| SURT 104     | 3       | 45    | Foundations of Anesthesia                |
| BIOL 1108    | 4       | 60    | Principles of Anatomy and Physiology II  |

| Third Term   |         |       |  |
|--------------|---------|-------|--|
| Codification | Credits | Hours | Course Title                                   |
| NURS 201     | 3       | 45    | Medical Terminology                            |
| ENMA 101     | 3       | 45    | Introduction to Entrepreneurship Development   |
| SURT 105     | 6       | 45    | Foundations of the Operating Room I            |
| SURT 105L    | 0       | 180   | Laboratory Foundations of the Operating Room I |

| Fourth Term  |         |       |                |
|--------------|---------|-------|----------------|
| Codification | Credits | Hours | Course Title   |
| SURT 106     | 6       | 360   | Clinical Phase |

## Certificate in Pharmacy Technician

The Certificate in Pharmacy Technicians provides the student with the necessary knowledge and skills to assist the Pharmacist in those tasks related to the execution off the profession as established by law. This certificate will prepare the student to: perform basic clinical analysis and to prepare and dispatch medication, among others tasks.

|                                 |
|---------------------------------|
| <b>54 Credits / 1,810 hours</b> |
|---------------------------------|

| First Term   |         |       |                              |
|--------------|---------|-------|------------------------------|
| Codification | Credits | Hours | Course Tittle                |
| FYIS 101     | 3       | 45    | First Year Induction Seminar |
| PHAT 002     | 4       | 60    | Pharmaceuticals Calculus     |
| PHAT 016     | 4       | 60    | Pharmacotherapy I            |
| PHAT 017     | 3       | 45    | Pharmacy Introduction        |

| Second Term  |         |       |                                 |
|--------------|---------|-------|---------------------------------|
| Codification | Credits | Hours | Course Tittle                   |
| PHAT 018     | 4       | 60    | Pharmacotherapy II              |
| PHAT 006     | 3       | 45    | Over the Counter Drugs          |
| PHAT 019     | 3       | 45    | Administration and Law Pharmacy |
| PHAT 020     | 3       | 45    | Dosage                          |
| COMP 1101    | 3       | 45    | Computer Literacy               |

| Third Term   |         |       |   |
|--------------|---------|-------|---|
| Codification | Credits | Hours | Course Tittle                                 |
| PHAT 021     | 3       | 45    | Pharmaceutical Chemistry                      |
| PHAT 022     | 3       | 45    | Pharmacognosy                                 |
| PHAT 023     | 3       | 45    | Communication and Customer Service Pharmacist |
| PHAT 024     | 3       | 45    | Pharmacy Practice Laboratory                  |

| Fourth Term  |         |        |               |
|--------------|---------|--------|---------------|
| Codification | Credits | Hours  | Course Tittle |
| PHAT 025     | 6       | 90+500 | Internship I  |

| Fifth Term   |         |        |               |
|--------------|---------|--------|---------------|
| Codification | Credits | Hours  | Course Tittle |
| PHAT 026     | 6       | 90+500 | Internship II |

## Certificate in Practical Nursing

The Certificate in Practical Nursing prepares the student to acquire the knowledge and skills necessary to work in the field of practical nursing. This certificate will prepare the student to perform simple tasks in medical procedures, such as: administer medication (as long as non-intravenous), evaluate the response of patients to managed drugs, heal wounds and ulcers, and provide basic direct care to the patient, among others.

**46 Credits / 1,140 hours**

| First Term     |         |       |  |
|----------------|---------|-------|--|
| Codification   | Credits | Hours | Course Title                           |
| BIOL 1106      | 4       | 60    | Anatomy and Physiology (Survey Course) |
| FYIS 101       | 3       | 45    | First Year Induction Seminar           |
| PNUR 100       | 2       | 30    | Introduction to Practice Nursing       |
| COIS 101 & LAB | 3       | 45    | Introduction to Computers              |

| Second Term |         |       |  |
|-------------|---------|-------|--|
|             | Credits | Hours | Course Title                                     |
| BIOL 1105   | 3       | 45    | Introduction to Microbiology                     |
| PSYC 123    | 3       | 45    | General Psychology Survey Course                 |
| ENGL 101    | 3       | 45    | Introductory English Language Course Basic Level |
| PNUR 101    | 4       | 60    | Nursing Process and Basic Skills                 |
| PNURS 101L  | 0       | 90    | Laboratory Nursing Process and Basic Skills      |

| Third Term   |         |       |   |
|--------------|---------|-------|---|
| Codification | Credits | Hours | Course Title  |
| PNUR 102     | 3       | 45    | Nursing Process Applied in the care of the Mother Neonate and Family            |
| PNUR 102L    | 0       | 90    | Laboratory Nursing Process Applied in the care of the Mother Neonate and Family |
| PNUR 103     | 3       | 45    | Nursing Process Applied to the Child, Adolescent and Family                     |
| PNUR 103L    | 0       | 90    | Laboratory Nursing Process Applied to the Child, Adolescent and Family          |
| MATH 101     | 3       | 45    | Mathematical Reasoning I  |
| SPAN 101     | 3       | 45    | Introductory Spanish Language Course Basic Level I                              |

| Fourth Term  |         |       |   |
|--------------|---------|-------|---|
| Codification | Credits | Hours | Course Title  |
| PNUR 104     | 3       | 45    | Nursing Process Applied to Adult and Elderly                      |
| PNUR 104L    | 0       | 90    | Laboratory Nursing Process Applied to Adult and Elderly           |
| PNURS 105    | 2       | 30    | Nursing Process Applied to Health with Mental Problems            |
| PNUR 105L    | 0       | 90    | Laboratory Nursing Process Applied to Health with Mental Problems |
| PNUR 106     | 2       | 30    | Nursing Process Applied to the Community Health                   |
| PNUR 107     | 2       | 30    | Seminars Practice Nursing   |

## Certificate in Preschool Teacher Assistant

The Teacher Assistant certificate provides the students with the latest strategies, techniques and information to assist the pre-school teacher in the classroom.

|                               |
|-------------------------------|
| <b>60 Credits / 955 hours</b> |
|-------------------------------|

| First Term   |         |       |  |
|--------------|---------|-------|--|
| Codification | Credits | Hours | Course Title                                       |
| SPAN 101     | 3       | 45    | Introductory Spanish Language Course Basic Level I |
| ENGL 101     | 3       | 45    | Introductory English Language Course Basic Level   |
| ETIC 010     | 3       | 45    | Ethical Foundations                                |
| EDUC 106     | 3       | 45    | Introduction to Education                          |
| COIS 202     | 3       | 45    | Computers in Education                             |

| Second Term  |         |       |   |
|--------------|---------|-------|---|
| Codification | Credits | Hours | Course Title  |
| SPAN 102     | 3       | 45    | Introductory Spanish Language Course Basic Level II |
| ENGL 102     | 3       | 45    | Introductory English Language Course Basic Level    |
| EDUC 170     | 3       | 45    | Introduction to Preschool Education                 |
| MATH 103     | 3       | 45    | Math Teachers                                       |
| EDUC 173     | 3       | 45    | Growth and Human Development                        |
| EDUC 180     | 0       |       | Clinical Experience I                               |

| Third Term   |         |       |   |
|--------------|---------|-------|---|
| Codification | Credits | Hours | Course Title  |
| EDUC 270     | 3       | 45    | Learning Environmental for Preschool Education            |
| EDUC 204     | 3       | 45    | Nature and Need of Exceptional Children                   |
| EDUC 280     | 0       |       | Clinical Experience II                                    |
| EDUC 202     | 3       | 45    | Educational Technology and Learning Materials Productions |
| EDUC 300     | 3       | 45    | Curriculum and methodology for Early Childhood Education  |
| EDUC 323     | 3       | 45    | Literature for Children                                   |

| Fourth Term  |         |       |  |
|--------------|---------|-------|--|
| Codification | Credits | Hours | Course Title                                 |
| EDUC 116     | 3       | 45    | Performing Arts                              |
| EDUC 427     | 3       | 45    | Play as a Teaching Strategy                  |
| EDUC 322     | 3       | 45    | Education and Cultural Diversity             |
| EDUC 327     | 3       | 45    | Foundations of Health, Hygiene and Nutrition |
| EDUC 1440    | 3       | 100   | Practicum                                    |

## Certificate in Photonics and Lasers Technical Specialist

The programs offered prepare the student to work in industries whose processes and operations require the extensive use of lasers, fiber optics, and/or optical or photonic devices in order to meet production or mission goals. This usually implies the integration of optical, photonics, fiber optics, or laser subsystems into larger systems, where photonics is an enabling technology. Practical courses consist of a lecture with a supporting laboratory component held at the main UMET campus in Cupey and at the Puerto Rico Photonics Institute laboratories in the REI Building at the Barceloneta, PR Science Park. These facilities comprise 3,320 sq. ft. of basic, advanced, and research lab space with optic tables, lasers, and specialized equipment in fiber optics, optical film coating, metrology, microscopy, and laser manufacturing.

**40 Credits / 1000 hours**

| First Term   |         |       |   |
|--------------|---------|-------|---|
| Codification | Credits | Hours | Course Title  |
| ENGL 103     | 3       | 45    | Introductory English Language Course Intermediate Level |
| OPSC 100     | 3       | 45    | Mathematics for Optics and Photonics                    |
| OPSC 101     | 3       | 105   | Fundamentals of Light and Lasers                        |

| Second Term  |         |       |  |
|--------------|---------|-------|--|
| Codification | Credits | Hours | Course Title                                 |
| ENMA 101     | 3       | 45    | Introduction to Entrepreneurship Development |
| OPSC 102     | 4       | 75    | Laser Systems and Applications I             |
| OPSC 110     | 5       | 90    | Electronics for Optics and Photonics I       |

| Third Term   |         |       |                               |
|--------------|---------|-------|-------------------------------|
| Codification | Credits | Hours | Course Title                  |
| OPSC 120     | 5       | 400   | Industry Technical Internship |

| Fourth Term  |         |       |   |
|--------------|---------|-------|---|
| Codification | Credits | Hours | Course Title                            |
| OPSC 103     | 4       | 60    | Laser Systems and Applications II       |
| OPSC 104     | 3       | 60    | Photonics Enabled Technologies          |
| OPSC 111     | 4       | 75    | Electronics for Optics and Photonics II |

## **COURSES DESCRIPTIONS**

### **ACCO 1111**

#### **Basic Accounting**

#### **Four Credits**

#### **Prerequisites or Co requisites: None**

Introduction to Accounting I: Fundamentals of accounting. Analyzing and recording Business transactions, the accounting cycle and preparation of the Financial Statements. Includes accounting for cash, accounts receivable and inventories. One semester, four hours weekly.

### **BIOL 1105**

#### **Introduction to Microbiology**

#### **Three Credits**

#### **Prerequisites or Co requisites: None**

Introduction to the world of microorganisms, including the study of the basic characteristics of fungi, bacteria and viruses, emphasizing on those organisms that are pathogenous to humans.

### **BIOL 1106**

#### **Anatomy and Physiology (Survey Course)**

#### **Four Credits**

#### **Prerequisites or Co requisites: None**

This course enables students to acquire the fundamentals of the Biological Sciences focused on the characteristics of matter, the cell, the introduction to human anatomy and physiology and genetics.

### **BIOL 1107**

#### **Principles of Anatomy and Physiology I**

#### **Four Credits**

#### **Prerequisites or Co requisites: None**

This course presents the fundamental concepts of Biological Sciences focused on the characteristics of matter, the cell, the introduction to human anatomy and physiology, as well as the study of different systems and organs of the human body from a structural and functional point of view. This course also presents the basic concepts of structure and function of the human body, conditions and treatments of the integumentary, musculoskeletal, nervous, blood and immune systems. The student must complete a total of four (4) contact hours each week.

### **BIOL 1108**

#### **Principles of Anatomy and Physiology II**

#### **Four Credits**

#### **Prerequisites: BIOL 1107**

In this course students will continue expanding the fundamental concepts of the Biological Sciences focused on the characteristics of matter, the cell, the introduction to Human Anatomy and Physiology, as well as the study of different systems and organs of the human body from a structural and functional point of view. This course also presents the basic concepts of structure and function of the human body, conditions giving special emphasis to the cardiovascular, digestive, endocrine, renal and respiratory systems. The student must complete a total of four (4) contact hours each week.

## **COIS 101**

### **Introduction to Computers**

#### **Three Credits**

#### **Prerequisites or Co requisites: None**

This course develops in the student levels of productivity in the use of computers, necessary to perform effectively in their personal and work environment. Throughout the course, the student will acquire the competencies of a beginner level user, while being exposed to the most recent technological developments. The student will learn desktop applications used to create documents, spreadsheets, audiovisual presentations, electronic mail, and internet searches. Requires laboratory.

## **COIS 202**

### **Computers in Education**

#### **Three Credits**

#### **Prerequisites or Co requisites: None**

An introductory course aimed at acquiring knowledge about the importance of the computer as an essential tool in the process of integrating technology in education. It prepares students for education for the selection, evaluation and use of information technology and communications technology (ICT) in teaching their subject, access and communication through various information resources and the development of personal responsibility and social care, protection and violation of intellectual property and, in general, the social value of education of information technology. Through laboratory practical experiences, students will approach their computers and associated information technologies from several perspectives: the personal, to know and use in their current academic and future professional performance. From the communicative perspective, provides the opportunity to develop learning communities is a source of access to various information resources and tools to enrich their learning and student learning.

## **COIS 215**

### **Introduction to Application Development**

#### **Three Credits**

#### **Prerequisites: COIS 110**

Introduction to application development. This course develops the skills necessary to create software. It includes software design and the use of a programming language.

## **COMP 1101**

### **Computer Literacy**

#### **Three Credits**

#### **Prerequisites or Co requisites: None**

This course is designed to meet the needs of all students on the basics of computer use, except in the case of those that belong to the programs that include specialized computer courses. It includes topics about computer hardware and their functions. Programs like Windows 10 and applications for word processing as well as use of spreadsheets, email and databases are also studied.

**COMP 1130**  
**Spreadsheets**  
**Three Credits**

**Prerequisites or Co requisites: None**

This is an introductory course designed so that the students will acquire those basic skills that will enable them to apply the spreadsheet to diverse situations. The final goal is that they will do it on their own, on an intermediate level and eventually reach the advanced of this program. The students will be taught through lectures and practice the following: analysis of characteristics of text and number formats, editing of spreadsheets inserting and eliminating rows, columns and cells, as well as expanding and reducing them, also the application and elimination of graphs, borders, shadows and color. Mathematical functions, statistics and logic, multi-sheet documents, margin adjustment and design and creation of analytical graphs are also studied.

**COMT 1101**  
**Computer Literacy**  
**Three Credits**

**Prerequisites or Co requisites: None**

This course is designed to meet the needs of all students on the basics of computer use, except in the case of those that belong to the programs that include specialized computer courses. It includes topics about computer hardware and their functions. Programs like Windows 10 and applications for word processing as well as use of spreadsheets, email and databases are also studied.

**COMT 1110**  
**Operating System**  
**Three Credits**

**Prerequisites: COMT 1101**

This is an introduction to the diverse operating systems of personal computers; equipment handling using programming so to control operational activities of the computer. It exposes students to diverse systems, techniques and procedures in order to handle a computer using the operating systems (O.S.) and utilities. It also offers knowledge of the equipment used in programming and operating a computer.

**COMT 1120**  
**Visual Basic I**  
**Three Credits**

**Prerequisites: COMT 1101**

Study of the theory and practice of the language of Visual Basic. It includes the elements of the language for the handling of the entrance and exit components, arithmetic, logic, structure, coding, test correction of logic and syntax errors and use of language interpreters. The applications will contain an environment business without discarding their use in the management and statistical processes.

**COMT 1130**  
**Computer Applications Spreadsheets**  
**Three Credits**

**Prerequisites or Co requisites: None**

This is an introductory course designed so that the students will acquire those basic skills that will enable them to apply the spreadsheet to diverse situations. The final goal is that they will do it on their own, on an intermediate level and eventually reach the advanced of this program. The students will be



taught through lectures and practice the following: analysis of characteristics of text and number formats, editing of spreadsheets inserting and eliminating rows, columns and cells, as well as expanding and reducing them, also the application and elimination of graphs, borders, shadows and color. Mathematical functions, statistics and logic, multi-sheet documents, margin adjustment and design and creation of analytical graphs are also studied.

### **COMT 1131**

#### **Programing Logic**

#### **Three Credits**

#### **Prerequisites or Co requisites: None**

This emphasizes on design techniques and the development of modular programming in a structured way, independent of a specific programming language. It includes analysis, problem solving and their solutions in computer use. Pseudocoding, flowcharts and other diagrams to develop the algorithms of problem solving using the three basic control structures: sequence, selection and repetition are also studied.

### **COMT 1140**

#### **Programming in Cobol I**

#### **Three Credits**

#### **Prerequisites of Co requisites: COMT 1101**

Introduction to computer Programming in a commercial environment; it emphasizes on the fundamentals of structural programming, design development, proof, implementation and of document using the COBOL language. This course includes language syntax, data and file structure and implementation used to generate business reports.

### **COMT 1150**

#### **Net Communications**

#### **Three Credits**

#### **Prerequisites: COMT 1101**

Studies related to technology using communications facilities. Includes methods of transmitting digital data, video voice and graphics. Also includes modems terminals, security and communications network, Internet and electronic mail. One semester, three hours per week.

### **COMT 1160**

#### **Database**

#### **Three Credits**

#### **Prerequisites: COMT 1101**

It provides basic skills relating to the design and development of database systems. Students will learn about database system analysis, modeling techniques and database development strategies.

### **COMT 1180**

#### **Web Pages and Electronic Commerce**

#### **Three Credits**

#### **Prerequisites: COMT 1101**

This course develops the skills necessary to design, create, implement and maintain electronic web pages. It includes experiences with web pages designing tools, database management and transaction processing.

**COMT 1210****Programming in Cobol II****Three Credits****Prerequisites: COMT 1101, 1140**

This is a continuation of COMP 1140. On his level, the student will write business applications using more advanced language resources. Reports will include control breaks, tables and sequential file maneuvers, both relative and indexed.

**COMT 1240****System Analysis and Design****Three Credits****Prerequisites: COMT 1101**

Study of the systems development cycle, with emphasis on the present system documentation, using the classic tools and techniques as well as the structured ones. It includes the use of these resources for describing the processes, the data flow, data structures, forms design for data gathering and reports. It also discusses data gathering activities and information, progress reports, and the transition from analysis to design.

**COMT 1245****Object Oriented Programming****Three Credits****Prerequisites: COMT 1101**

Study of the fundamental concepts and principles of the object oriented programming language. The course emphasizes an individualized style of modular programming, using C++ language. It also promotes the use of extensions source program coding, and applications for the development competitive skills for today's employment market. Requires laboratory.

**COMT 1250****Visual Basic II****Three Credits****Prerequisites: COMT 1101, 1120**

Study of the fundamental concepts and principles of the object oriented programming language. The course emphasizes an individualized style of modular programming, empathize on concepts of Data Base, using Visual Basic language. It also promotes the use of extensions source program coding, and applications for the development competitive skills for today's employment market. Requires laboratory.

**COMT 1300****Integrative Seminar****Three Credits****Prerequisites: COMT 1240**

Project implementations with a commercial approach considering all the steps for the analysis, design, review and programming using the language learned in previous courses are viewed in this course. The application of the concepts used to design and implement computerized systems in accordance with the requirements of a modern system is also emphasized.

## **CRAN 201**

### **Basic of Electronics Circuits**

#### **Three Credits**

#### **Prerequisites or Co requisites: None**

Fundamental concepts of electronic behavior are identified. The course includes principles of AC and DC, laws and theorems concerning analysis of circuits, passive and active elements of circuits, operation of test equipment, circuit simulators and related issues. Theoretical analysis of circuits and how to measure voltage are emphasized.

## **CRAN 202**

### **Installation and Computers Repair I**

#### **Three Credits**

#### **Prerequisites: CRAN 201**

Description of computer parts, electronic devices, power supplies, stabilizers and UPS are some of the topics included in this course, as well as the basic techniques and ways to assemble a computer. To diagnose problems and repair color calibration, frequencies and proofs of monitor VGA, TRC and LCD screen as well as the diagnosis and repair of Inkjet and laser printers are also included.

## **CRAN 203**

### **Installation and Computers Repair II**

#### **Three Credits**

#### **Prerequisites: CRAN 201, 202**

Emphasis on the technical skills and configuring process for BIOS (Basic Input Output System) of the computer and the necessary steps for its installation is the main goal of this course. Included are identification and configuration of its parts, preventive maintenance, diagnosis, repair and proper installation of computer hardware, such as the motherboard, processor, RAM (Random Access Memory), video card and hard drive.

## **CRAN 204**

### **Installation of Operating System**

#### **Three Credits**

#### **Prerequisites: CRAN 201**

Concepts, functions, use of Windows 10 and drive structure, files and directories, installation and configuration of system versions, resources location, hard drive optimization and security policies, among other topics are included in this course.

## **CRAN 207**

### **Introduction to the Networks (LAN)**

#### **Three Credits**

#### **Prerequisites: CRAN 201**

This course studies the concepts, technologies components and protocols related to local (LAN) networks. Ethernet (IEEE802.3) emphasizing on all its diverse sorts, TOKEN RING (IEEE 802.5), the Asynchronous Transfer Mode (ATM) and the reference model Open Systems Interconnection (OSI) are also included.

**CRAN 208****Introduction to the Networks (WAN)****Three Credits****Prerequisites or Co requisites: None**

This course presents concepts technology and protocols of WAN networks (Wide Area Network). It analyzes the global infrastructure of telecommunications and how it supports long distance transmission of vocal and data communications.

**CRET 100****Recreation as a Profession****Three Credits****Prerequisites or Co requisites: None**

This course presents a panoramic study of recreation and its implications to society. Concepts, assumptions, philosophies, history and the variety of recreational programs are explored.

**CRET 101****Legal Aspects of Recreation****Three Credits****Prerequisites or Co requisites: None**

Study of the laws that create and regulate the governmental recreation in Puerto Rico as a conceptual framework to examine the role of recreation professionals serving as managers of technical sports programs. It examines risk management concepts, legal liabilities of the recreation professional and its participants.

**CRET 102****Informatics Recreation and Sports****Three Credits****Prerequisites or Co requisites: None**

Studies the use and integration of the computer to the field of recreation and sports. Studies and provides practice in the use of computers for data management, emails and electronic research (internet). The course exposes students to the programs developed for recreational and professional sports.

**CRET 103****Scientific Fundaments in Sport****Three Credits****Prerequisites or Co requisites: None**

Study of basic concepts in sociology and psychology applied to the study of sports as a social phenomenon. It examines the recreational sports, groups, organizations, dynamics and social functions. It also examines relevant aspects of sport execution: athlete's personality, anxieties, motivations, aggressions and violence in sports as well as the coach's role.

**CRET 104****Health, Fitness Efficiency and Sports****Three Credits****Prerequisites or Co requisites: None**

Study of the basics of physical fitness and its impact on health. This course discusses and analyzes the basic elements of a physical condition as part of the lifestyle of people and recreational sports as a means of promoting healthy lifestyles. It leads the student towards the development of a systematic program of recreational fitness.

**CRET 105****Recreation Program Planning****Three Credits****Prerequisites or Co Requisites: None**

Study of concepts, fundamentals and models of recreational programs. It examines the life cycle, social trends; assessment needs, cost analysis and the development, implementation and evaluation of recreational and sports programs.

**CRET 106****Introduction to Sport Management****Three Credits****Prerequisites or Co requisites: None**

Study of basic management concepts applied to the recreational and sports services. The most common functions in the administration of recreational and sports programs: budgeting, marketing, finances, organizational structures, facilities' management, equipment and personnel and risk management is also studied.

**CRET 107****Human Growth and Development****Three Credits****Prerequisites or Co requisites: None**

Study of scientific bases for human growth and development and their implications for the teacher and the school. Considers natural and environmental factors that help or endanger emotional stability and social adjustment of children and applies psychological principles to teaching at elementary and secondary levels. Studies existing social conditions and their relationships to changes in human conduct.

**CRET 108****Planning Recreational Programs****Three Credits****Prerequisites or Co requisites: None**

Study of the basic concepts related to the planning and implementation of municipal sports and recreational programs. It examines the entire process of planning, implementing and evaluating recreational programs.

**CRET 109****Writing Recreational Reports****Three Credits****Prerequisites or Co requisites: None**

Study of the basics of written and oral communication applied to the profession of recreation. The course aims to train the recreational professional in the preparation of the written and oral reports that are used in most government recreational services.

**CRET 111****Arbitration in Sports****Three Credits****Prerequisites or Co requisites: None**

This course consists of the basic principles of sports performance such as: qualifying and voting sports, scoring sports and measurement sports. Analyze the skills of each sport and the role of the referees in ensuring compliance with the regulations. The principles and basic concepts of these sports are discussed in the design and implementation of teaching-learning experiences.

**CRET 115****Therapeutic Recreation****Three Credits****Prerequisites or Co requisites: None**

The study of recreation as an instrument for the rehabilitation and human development with special populations with disabilities.

**CRET 117****Evaluating Recreational Programs****Three Credits****Prerequisites or Co requisites: None**

Study of the concepts of evaluation and assessment models of recreational and sports programs.

**CRET 120****Handling of Special Populations****Three Credits****Prerequisites or Co requisites: None**

Assessment guidelines, standards, protocols and current standards recommended by professional groups for the development of programs of exercises with people who show special conditions or who require medical supervision (American College of Sports Medicine, American Kinesiology Association).

**CRET 150****Integration Seminar****Three Credits****Prerequisites or Co requisites: None**

Assigns students to agencies or governmental recreation and sports programs so they will participate in supervised practice experiences. This way they can apply these when managing sports and recreational programs.

**DENT 100****Head and Neck Anatomy****Three Credits****Prerequisites or Co requisites: None**

This course will emphasize the study of the head and neck with emphasis on study of the structures of the oral cavity, the anatomy of the skull and temporomandibular joint. Includes the study of muscles of mastication, facial expression and its relation to dentistry. The student must complete a total of three (3) contact hours each week.

**DENT 101****Dental Anatomy and Oral Histology****Four Credits****Prerequisites: DENT 100**

This course emphasizes in the anatomy of the tooth and tissues and the study of the structure of the teeth in relation to their functional alignment with the dental arches in both dentitions: deciduous and permanent. In histology area, emphasizes in the development of the skull, the tooth and surrounding tissue and tooth eruption process. The student must complete a total of four (4) contact hours each week.

**DENT 103****Microbiology****Three Credits****Prerequisites or Co requisites: None**

This course presents the basic principles of microbiology and sterilization. Provides special attention to microorganisms and their relation to sterilization procedures and disinfection. The regulations of the Occupational Safety and Health Agency Administration (OSHA) related to the occupation, will be emphasized. The student will learn the methods for infection control and to prevent disease transmission. The student must complete a total of three (3) contact hours each week.

**DENT 107****Dental Services Billing****Two Credits****Prerequisites or Co requisites: None**

This course gives special attention to the use of the computer to facilitate proper management of dental records and correct use of forms that are used in the dental office. It teaches the student the use of electronic dental services billing processes. The student must complete a total of two (2) contact hours each week.

**DENT 113****Oral Pathology****Three Credits****Prerequisites or Co requisites: None**

The student will learn the most effective methods used to diagnose oral diseases. This course provides basic knowledge in the area of pharmacology. The course prepares the student to recognize signs and symptoms of oral diseases, and how to distinguish them. The student must complete a total of three (3) contact hours each week.

**DENT 119****Radiology I****Four Credits****Prerequisites: DENT 101**

Introduction to principles for developing radiological images needed for the diagnosis and treatment of dental conditions. It emphasizes the basics of radiology and intraoral radiography techniques used to obtain diagnostic images. Requires clinical laboratory experiences. The radiographic exposures obtained using the dummy will be part of the student's assess. The student must complete a total of eight (8) contact hours each week, distributed in four (4) of conference class, and four (4) of laboratory work.

**DENT 129****Pre-Clinic I****Five Credits****Prerequisites or Co requisites: None**

This course will complement the learning experiences with laboratory techniques to prepare students in four-handed dentistry. The course includes the adequate handling of dental materials, their properties and techniques required for the proper handling of instruments used. Requires laboratory and clinical experience. The student must complete a total of fifteen (15) contact hours each week, distributed in five (5) of conference class, and ten (10) of laboratory work.

**DENT 140****Radiology II****Four Credits****Prerequisites: DENT 119**

Course designed for students to make proper use of the bisecting angle technique of intra-oral radiographs with an excellent diagnostic value for the dentist. This course will discuss the extra-oral radiography techniques most often used in dental procedures to diagnose pathological conditions. Requires experience in clinical laboratories. The radiographic exposures obtained using the dummy will be part of the students assess. The student must complete a total of eight (8) contact hours each week, distributed in four (4) of conference class, and four (4) of laboratory work.

**DENT 145****Pre-Clinic II****Five Credits****Prerequisites: DENT 129**

In this course students will be exposed to selective laboratory experiences that are performed in different specialties of dentistry. Students will apply theoretical concepts to problem solving. It gives importance to the manipulation of dental materials used in these specialty areas and teaches the student how to give post-operative instructions to patients after a procedure is completed. Requires laboratory and clinical experiences. The student must complete a total of seventeen (17) contact hours each week, distributed in five (5) of conference class, and twelve (12) of laboratory work.



**DENT 162****Clinical Seminar****Two Credits****Prerequisites or Co requisites: None**

Seminar for the analysis and evaluation of clinical experiences occurred during internal and external clinical externships and how these have helped students in their professional development. The student must complete a total of two (2) contact hours each week.

**DENT 165****Dental Practice Management and Ethics****Two Credits****Prerequisites or Co requisites: None**

Course designed to provide students with the knowledge and experience to perform in the administrative phase of the dental office. Skills are emphasized communication with patients, appointment control, proper handling of the phone and inventory management systems. It contains principles relating to ethics in the labor phase and with the patient. The student must complete a total of two (2) contact hours each week.

**DENT 170****Internal Clinic****Four Credits****Prerequisites: DENT 140 and DENT 145**

Course will expose the student to clinical experiences in our dental facilities at our institution. It will assess the student in the performance of their clinical skills in the area of preventive dentistry, restorative procedures, radiographic exposures, procedures of four-handed dentistry, taking vital signs, charting, post-operative imparting instructions to patients, control and management appointments with proper phone. The student must complete a total of four (4) contact hours each week.

**DENT 180****External Clinical****Four Credits****Prerequisites: DENT 170**

This course exposes students to dental experiences that may be in general dentistry or some area of expertise to apply their knowledge of four-handed dentistry, radiology and interpersonal relations with patients. It will assess the student in the performance of their skills with patients in clinical procedures performed in the area of maxillofacial surgery, pediatric dentistry, endodontic, periodontics, orthodontics, prosthodontics, and administrative procedures of the dental office. The student must complete a total of fifteen (15) contact hours each week.

**EDUC 106****Introduction to Education****Three Credits****Prerequisites or Co requisites: None**

A general view of education as a social commitment and as an academic and professional field. Includes the study of the specifics of this viewpoint and an objective analysis of the school, the educational system and the teacher as central concepts. The course covers education, formation of

integral instruction, the nature of values and value judgments in teaching, the school and teacher as agents of change.

### **EDUC 116**

#### **Performing Arts**

#### **Three Credits**

#### **Prerequisites: EDUC 135**

The Program of Beautiful Arts recognizes that the education is a process of integral formation of all the students. The artistic production is, then, a constant in the human history that takes care of its diverse relations with the subject create that it and the subject perceives that it. In addition, it recognizes other needs that respond to the academic formation of the student and to the development of their cultural identity. This course analyzes the impact of the beautiful arts in the development of the boy. The student will examine the diverse ways in which the children can express their creative through planned activities that involve music, art, drama, corporal movement and dramatized games.

### **EDUC 1440**

#### **Practicum**

#### **Three Credits**

#### **Prerequisites: Have approval all curricular sequential courses**

The Pre-school practice course for Preschool teacher assistant is the most important clinical experience of the program. The course offers the student the opportunity to apply knowledge, skills and attitudes, acquired through their development in our program, in a real educational environment assuming the role of assistant teacher under the supervision of a highly trained staff. The student will practice in an educational preschool in the country that meets the requirements established and regulated by the government. The practice will be from Monday to Thursday for three hours a day until the amount of (100) contact hours is met.

### **EDUC 170**

#### **Introduction to Preschool Education**

#### **Three Credits**

#### **Prerequisites: EDUC 173 and EDUC 135**

Discussion of the history of early education, characteristics of children of early age and of preschool programs. Analysis of the philosophical, sociological and psychological theories that influence the development of the child and of appropriate programs.

### **EDUC 173**

#### **Growth and Human Development**

#### **Three Credits**

#### **Prerequisites: EDUC 106**

Study of scientific bases for human growth and development and their implications for the teacher and the school. Considers natural and environmental factors that help or endanger emotional stability and social adjustment of children and applies psychological principles to teaching at elementary and secondary levels. Studies existing social conditions and their relationships to changes in human conduct.

**EDUC 180****Clinical Experience I****One Credit****Prerequisites: EDUC 106****Co requisites: EDUC 173**

Observational experiences related to the teaching-learning process in educational settings. Students engage, through observations, in the multiple phenomena of teaching and learning as it happens in classrooms, playgrounds, dinners, administration offices and counseling groups. Students are required to submit a final report of their observational experiences. The course requiring this observational experience is: EDUC 173. Co-requisites: EDUC 173

**EDUC 202****Educational Technology and Learning Materials Production****Three Credits****Prerequisites: EDUC 135**

Laboratory course in the selection, production, and evaluation of educational technology materials. Students will know the importance of planning and instruction design. The students will use production techniques for creation of their own materials with the maximum use of the educational technology facilities available.

**EDUC 204****Nature and Need of Exceptional Children****Three Credits****Prerequisites: EDUC 135****Co requisites: EDUC 280**

This course is designed to study the various exceptionalities that affect human development including physical, cognitive and emotional aspects. Categories, etiology, characteristics of various exceptionalities are analyzed. Federal and local regulations that guarantee the rights of the people with incapacities are analyzed.

Scope and sequence of this course includes the study of the intervention strategies and the instructional materials needed to help these students out in order for them to be successful in classes. Application of technological assistance for each exceptionality is emphasized as part of the course of study.

**EDUC 270****Learning Environmental for Preschool Education****Three Credits****Prerequisites: EDUC 170**

Analysis of the application of learning theories in pre-school education and in the selection of instructional activities, organization of the environment of the educational environment, materials and equipment. Identification of quality elements in the organization of services for early childhood. Techniques for working with preschoolers and parents are discussed. Study of the planning of the organization of the preschool classroom and its environment, as well as requirements of government agencies in the establishment of a pre-school education center.

**EDUC 280****Clinical Experience II****One Credit****Prerequisites: EDUC 106, EDUC 173, EDUC 180, EDUC 135****Co requisites: EDUC 204**

Students must engage in the teaching-learning process as teachers' aides in a special education classroom. In these collaborative experiences, students have to assist teachers in the development of daily learning activities of students with disabilities. Eighteen hours of these collaborative experiences are required for students with disabilities. Students are required to submit a final report of their collaborative experiences. The course requiring this observational experience is: EDUC 204. Co-requisites: EDUC 204.

**EDUC 300****Curriculum and Methodology for Early Childhood Education****Three Credits****Prerequisites: EDUC 170, EDUC 270, EDUC 390**

The knowledge and skills related to the different areas of the curriculum and its application with the different theories of learning are studied. It emphasizes the study of the specialized curriculum in infants and preschoolers, the preparation of instructional materials, methods, strategies, techniques and educational programs, as well as the diagnosis, evaluation and individualization of teaching. The value of the game is studied as a teaching strategy. This course offers the student clinical experiences in the application of the methodology of preschool education. The student must take this course near his semester of teaching practice.

**EDUC 322****Education and Cultural Diversity****Three Credits****Prerequisites: EDUC 170, EDUC 300**

Study of the social elements that create cultural diversity in society; such as age, gender, sexual preference, religious preference, socioeconomic level, race, ethnic origin and lifestyles and their curricular implications. It is also analyzed how these elements directly or indirectly influence the professional practice of the contemporary preschool educator.

**EDUC 323****Literature for Children****Three Credits****Prerequisites: SPAN 114-115, EDUC 106**

Provides prospective teachers with the information needed in the area of children 's literature to select the appropriate materials for students from preschool level to sixth grade. Facilitates the presentation of appropriate activities for preschool, early childhood and elementary students including analysis of stories, poems, biographies, dramas, and other materials to be presented in the class.

**EDUC 327****Foundations of Health, Hygiene and Nutrition****Three Credits****Prerequisites: EDUC 100, EDUC 173**

Factors related to the improvement and conservation of health. Analysis of environmental health and its impact on the preschool, early childhood, elementary and secondary students. Emphasis on the factors that affect teachers' and students' mental health, and that help reduce drug abuse, alcoholism and behavior disorders. Includes analysis of human reproduction and factors affecting pregnancy and labor. Personal health habits and the relationship of the human body to health nutrition and disease.

**EDUC 427****Play as a Teaching Strategy****Three Credits****Prerequisites: EDUC 106, EDUC 135, EDUC 170, EDUC 173, EDUC 300**

Study of games as a teaching strategy in preschool education. Multidisciplinary concepts and theories of games and their impact in the physical, motor, intellectual, affective and creative development of the infant and the preschool child, are studied. The course includes a variety of indoor and outdoor games, and field observations.

**ENGT 101****Introductory English Language Course – Basic Level****Three Credits****Prerequisites or Co requisites: None**

Emphasizes the development of basic written communication and reading skills. Grammar instruction is provided for students who need to improve their proficiency in English.

**ENMA 101****Introduction to Entrepreneurship Development****Three Credits****Prerequisites or Co requisites: None**

This course offers students a basic understanding and overview of the business world and the entrepreneurial field. This includes topics related to writing a business plan, business ethics, management, marketing, finance, accounting and the legal aspects of commercial operations.

**ENMT 101****Introduction to Entrepreneurship Development****Three Credits****Prerequisites or Co requisites: None**

This course offers students a basic understanding and overview of the business world and the entrepreneurial field. This includes topics related to writing a business plan, business ethics, management, marketing, finance, accounting and the legal aspects of commercial operations.

**ETIC 010****Ethical Foundations****Three Credits****Prerequisites or Co requisites: None**

The course in Fundamentals of Ethics studies the nature of moral philosophy as well as the principal Ethics theories in order to provide students with the necessary knowledge and skills to be successful at the personal and professional levels. The course analyzes the principles of Ethics and applies them to contemporary social problems dealing with social consciousness, values and human rights. In addition, it will provide students with the necessary tools to achieve their academic goals, develop good critical thinking, and attain basic learning skills.

**NURS 201****Medical Terminology****Three Credits****Prerequisites or Co requisites: None**

This course includes the study of roots, prefixes and suffixes of the essential basic terms used in the allied health sciences related to the major body systems, the study of different assessment methods, abbreviations, symbols and signs used in patient records and prescriptions by the health specialists. The student must complete a total of three (3) contact hours each week during the semester.

**NURS 1201****Medical Terminology****Three Credits****Prerequisites or Co requisites: None**

This course includes the study of roots, prefixes and suffixes of the essential basic terms used in the allied health sciences related to the major body systems, the study of different assessment methods, abbreviations, symbols and signs used in patient records and prescriptions by the health specialists. The student must complete a total of three (3) contact hours each week during the semester.

**OFAD 1008****Basic Billing****Three Credits****Prerequisites or Co requisites: None**

It is designed to master the billing processes of the main Federal Health Plans, whether governmental or private. Students will identify changes in detailed billing procedures when applied to different medical services and their related terms. The student must complete a total of three (3) contact hours each week during the semester.

**OFAD 1022****Coding****Three Credits****Prerequisites or Co requisites: None**

Prepares students in the coding of diagnoses according to the conditions and diseases of patients, services and procedures using the basic guidelines established by major health insurances in Puerto Rico. Students learn to use and carefully handle ICD-10 and CPT-4 books approved by the American Medical Association. The student must complete a total of three (3) contact hours each week during the semester.

**OFAD 1024****Electronic Billing****Three Credits****Prerequisites or Co requisites: None**

This course will train students to work medical billing by electronic methods. They will learn the complete cycle of electronic invoicing. This course is offered in a computer lab where students must complete a total of three (3) hours per week during the semester.

**OFAD 1026****Audit Health Care Billing****Three Credits****Prerequisites or Co requisites: None**

The course is designed for students to check the bills, their most common errors and to determine the reason for refusal. The audit is the mechanism for measuring the income received, to be received and losses that occur in the billing process. The student must complete a total of three (3) contact hours each week during the semester.

**OFAD 1027****Administrative Procedures for Medical Offices****Three Credits****Prerequisites or Co requisites: None**

This course has been created to help the students in the development of necessary skills for the administrative procedures in medical offices. The course acquaints the student with all aspects of the administrative skills of the medical assisting profession. From the general to the specific, it covers key concepts, skills and tasks that should be familiar to the medical. The student must complete a total of three (3) contact hours each week during the semester.

**OFAD 1028****Theory and Practice in Medical Facilities****Three Credits****Prerequisites: NURS 1201, OFAD 1008, OFAD 1022**

The course offers the student the opportunity to apply the knowledges already adquired in the academic program, in a real work environment. The student will work four (4) days in the week in a practice center and his or her performance will be evaluated by the assigned supervisor in the practice center. One day of the week the student will meet with the practice coordinator to discuss the work done, performance and experiences and to identify any areas that needed reinforcement.

**OFAD 1100****Keyboarding****Four Credits****Prerequisites or Co requisites: None**

Special emphasis will be given to the Couch method of typewriting using computer keyboard. Development of the basic skills of Speedy and accuracy and acceptable level of performance of writing simple office documents.

**OFAD 1110****Document Production I****Three Credits****Prerequisites: OFAD 1100**

This course is designed to continue the development and improvement of keyboarding skill and techniques. Emphasis is given in the production of moderate complexity of business documents, such as: letters, memos, two page reports and tables.

**OFAD 1115****Communication and Document Writing****Four Credits****Prerequisites: OFAD 1100, 1110**

The course continues to develop and improve the speed and accuracy using the computer keyboard. The student will learn to produce complex documents including the creation of tables with cells, long reports with references, and administrative documents related to job search. It further works on the Windows operative system for the production of documents, so reviewing the features and formatting of the word processing program.

**OFAD 1125****Technical Report****Three Credits****Prerequisites or Co requisites: None**

This class is designed for students to understand the final process of creating and editing billing documents related to the re-billing and collections, to health plans for services and procedures provided in accordance with federal law provisions. To audit bills made to the various health plans, also to become familiar with the legal aspects related to health professionals, staff and their implications. It includes legal terminology and concepts of negligence known as malpractice. The student must complete a total of three (3) contact hours each week during the semester.

**OFAD 141****Keyboarding****Four Credits****Prerequisites or Co requisites: None**

Special emphasis will be given to key by touch using a computer keyboard. Development of speed and accuracy. Training in simple documents, such as: memorandums, documents with proofreader's marks, and also basic functions of Microsoft Word application such as: create, save, print, edit, and centralize text.

**OPSC 100****Mathematics for Optics and Photonics****Three Credits****Prerequisites or Co requisites: None**

In this course the student reviews and develops the mathematics skills required for the certificate program in Photonics and Lasers. To help aspiring photonics technicians begin their studies with adequate math skills, this course pulls together topics in algebra, geometry, trigonometry, usage of physical units, and phasors, and applies those to specific, real-world optics and photonics scenarios.



At the same time, the student becomes acquainted with terminology used to describe electromagnetic waves, electromagnetic energy, and laser and optical fiber systems.

### **OPSC 101**

#### **Fundamentals of Light and Lasers**

##### **Five Credits**

##### **Prerequisites or Co requisites: None**

Fundamentals of Light and Lasers is the introductory course in the Certificate in Photonics and Lasers, and consists of a comprehensive study of photonics that provides the foundation required to prepare technicians in the areas of optics, electro-optics, lasers, and photonics. In this course, students will learn the basic physical principles of optics (geometric and physical optics) and in the lab they will develop the skills required to properly handle optical devices and components and to safely and efficiently manipulate laser beams.

### **OPSC 102**

#### **Laser Systems and Applications I**

##### **Four Credits**

##### **Prerequisites: OPSC 100, OPSC 101**

This is the first of two courses covering more advanced concepts in photonics and the operating principles, output characteristics, diagnostics, and applications for the most widely used laser types. These are described and classified according to their active medium, output wavelength, and applications. The lecture and lab will cover specific types of lasers such as diode-pumped Nd:YAG lasers, carbon dioxide (CO<sub>2</sub>) lasers, and fiber lasers.

### **OPSC 103**

#### **Laser Systems and Applications II**

##### **Four Credits**

##### **Prerequisites: OPSC 102**

This is the second of two courses covering more advanced concepts in photonics and the operating principles, output characteristics, diagnostics, and applications for the most widely used laser types. These are described and classified according to their active medium, output wavelength, and applications. This second course covers diode lasers, Argon-Ion laser, Nd:YAG lasers, and laser systems integration. Their operation and the measurement of beam parameters will be covered in the laboratory session.

### **OPSC 110**

#### **Electronics for Optics and Photonics I**

##### **Five Credits**

##### **Prerequisites: OPSC 100**

Electronics for Optics and Photonics I is the first of two courses that provide basic coverage of electricity and electronics fundamentals. This first part provides the student with an understanding of the basics of DC circuit theory and laboratory practice, including basic electrical concepts, electronic components, basic laws, and the use of measuring devices. It also introduces the student to the industry-standard Multisim simulation environment and the LabVIEW development environment.

## **OPSC 111**

### **Electronics for Optics and Photonics II**

#### **Five Credits**

#### **Prerequisites: OPSC 110**

Electronics for Optics and Photonics II is the second of two courses that provide basic coverage of electricity and electronics fundamentals. This second course provides the student with an understanding of the basics of AC circuit theory and practice, including the use of resistors, capacitors, inductors, transformers, diodes, transistors, and operational amplifiers. In the laboratory, students will learn to assemble basic AC circuits and analyze them using the industry-standard Multisim simulation environment and the LabVIEW development environment.

## **OPSC 120**

### **Industry Technical Internship**

#### **Five Credits**

#### **Prerequisites: OPSC 102, OPSC 110**

During the Industry Technical Internship, students will have a real-world full-time technical experience with a company or institution in areas where optics and photonics are enabling technologies. Students will acquire technical experience and skills in a manufacturing, industrial, or research setting. This internship will also give the students feedback on their strengths and weaknesses working in an environment that requires teamwork, respect for authority and experience, and cooperation. Students will be given an opportunity to hone their “soft skills”, and in so doing be better prepared for paying careers when they graduate. The coordination with the internship center will be done through the faculty assigned to this course. In addition, the student will have a mentor at the company where he/she performs the internship. The mentor’s input will be part of the evaluation process of the course.

## **PHAT 002**

### **Pharmaceuticals Calculus**

#### **Four Credits**

#### **Prerequisites or Co requisites: None**

Presents review of basic math concepts that take place daily in the practice of the profession. Discusses the concept of ratio and proportion, estimation, and significant figures, as well as the method used in the augmentation and reduction of formulas, preparations expressed by percentage, dilution and concentration. Emphasis is on the International System of Units, the common Apothecary system, the Avoirdupois system, and equivalencies that are used in the conversion between them. Basic mathematical operations are performed as well as their application to solving quantitative problems that are part of the professional roles in both community pharmacy chains, as in institutional and industrial areas. The student must complete a total of four (4) contact hours each week.

## **PHAT 006**

### **Over the Counter Drugs**

#### **Three Credits**

#### **Prerequisites: PHAT 017**

Discusses the medicines available without a medical prescription, over the counter drugs used in the prevention or treatment of the most common conditions that affect humans. The use of computers, devices and common accessories available for sale in community pharmacies that are used for testing or monitoring of some common medical conditions or treatments is also discussed. It includes a section

on homeopathy because of the boom that it has acquired in recent years. The student must complete a total of three (3) contact hours each week.

**PHAT 016****Pharmacotherapy I****Four Credits****Prerequisites or Co requisites: None**

This course envisions the fundamental concepts of the Biological Sciences focused on the characteristics of matter, the cell, the introduction to Human Anatomy and Physiology, also the study of different systems and organs of the human body from a structural and functional point of view. This course also presents the basic concepts of structure and function of the human body, conditions and treatments of the integumentary, musculoskeletal and nervous systems. It also studies the treatment for conditions affecting diverse body systems and the most widely used drugs based on their clinical application. Including contraindications, precautions, warnings, interactions, pharmacokinetics, pharmacodynamics, dosage and adverse effects of drugs. The student must complete a total of four (4) contact hours each week.

**PHAT 017****Pharmacy Introduction****Three Credits****Prerequisites or Co requisites: None**

Study of the origins and evolution of pharmacy as a profession. Includes the discussion of the basic concepts and terminology used in the occupation of the Pharmacy Technician. Focuses on the prescription and most important abbreviations used in it and their meaning, as well as procedures for handling and shipping of it. Includes presentation of the medications, commonly used equivalencies and other preparations. The student must complete a total of three (3) contact hours each week.

**PHAT 018****Pharmacotherapy II****Four Credits****Prerequisites: PHAT 016**

Fundamentals of biological sciences focused on the characteristics of matter, the cell, the introduction to human anatomy and physiology. Studies the different systems and organs of the human body from a structural and functional perspective. It presents basic concepts of the structure and functions of the human body, the conditions and treatment of the endocrine, circulatory, respiratory, digestive, urinary and reproductive systems.

Emphasis is on the treatment of conditions affecting different body systems and most widely used drugs belonging to different categories based on their clinical application including contraindications, precautions, warnings, interactions, pharmacokinetics, pharmacodynamics, dosage and adverse effects of them. The student must complete a total of four (4) contact hours each week.

**PHAT 019****Administration and Law Pharmacy****Three Credits****Prerequisites or Co requisites: None**

Study of state and federal laws that regulate research, development, manufacturing, packaging, marketing, sale and distribution of drugs and medical devices. Emphasis is on the laws governing the exercise of the profession of pharmacy and the pharmacy technician. Includes procedures for the physical organization of a drugstore: requirements, equipment, licenses and permits. The process of

buying, receiving and checking of goods in and out of the pharmacy are also discussed. The student must complete a total of three (3) contact hours each week.

### **PHAT 020**

#### **Dosage**

#### **Three Credits**

#### **Prerequisites: PHAT 002**

Provides the necessary tools to introduce students to the fundamental concepts of the pharmacy, related to the administration of drugs and dosage forms for adult and pediatric use. Includes equivalences and parenteral dosage calculation and of insulin. It also studies the different routes of administration, special design features and management and its usage. The student must complete a total of three (3) contact hours each week.

### **PHAT 021**

#### **Pharmaceutical Chemistry**

#### **Three Credits**

#### **Prerequisites or Co requisites: None**

Study of the basics of composition, structure, properties and behavior of matter. Emphasizing on the theoretical aspects of inorganic chemistry and organic chemistry that are helpful in understanding the body's processes and also the substances of biological and pharmaceutical importance with which they interact in everyday life. The student must complete a total of three (3) contact hours each week.

### **PHAT 022**

#### **Pharmacognosy**

#### **Three Credits**

#### **Prerequisites or Co requisites: None**

This course studies the use of drugs derived from natural plant products, of animal and mineral extraction and their purification methods, their chemical composition, therapeutic use and effects on the body. Includes the drugs obtained by biosynthesis in the pharmaceutical laboratories and the medicinal plants of Puerto Rico are also studied. The student must complete a total of three (3) contact hours each week.

### **PHAT 023**

#### **Communication and Customer Service Pharmacist**

#### **Three Credits**

#### **Prerequisites or Co requisites: None**

This course presents the basics of effective communication both verbally and written, and the proper way to establish a cordial relationship between the pharmacy technician and patient, as well as with colleagues. It familiarizes students with aspects of self-esteem, personality, human relations, job search and interviews. The student must complete a total of three (3) contact hours each week.

### **PHAT 024**

#### **Pharmacy Practice Laboratory**

#### **Three Credits**

#### **Prerequisites: PHAT 006, 018, 019, 020**

This course provides the student with the practice of the functions associated with dispensing. Develops skills in the use and handling of equipment and books required by law. It also analyzes

prescriptions to be served, from its interpretation, product selection, extemporaneous preparations, labeling and packaging. Includes Pharmacy Technician's responsibilities in the hospital environment with emphasis on the most common drugs used in the hospital, techniques and sterile preparations and preventive measures to avoid errors in the process of the preparation of a medication. The student must complete a total of four (4) contact hours each week.

### **PHAT 025**

#### **Internship I**

##### **Six Credits**

##### **Prerequisites: PHAT 021, 022, 023, 024**

Integration of knowledge and skills acquired in a real scenario to facilitate the development and strengthening of the internal core competencies needed to serve as a future Pharmacy Technician. The internship takes place in a community pharmacy, chain or institutional or a combination of these and it will be supervised by a licensed pharmacist duly authorized by the Pharmacy Examining Board, as stipulated by Law #247 of the Pharmacy Law of Puerto Rico. The total hours required for this term is 500 hours.

### **PHAT 026**

#### **Internship II**

##### **Six Credits**

##### **Prerequisites: PHAT 025**

Integration of knowledge and skills acquired in a real scenario to facilitate the development and strengthening of the internal core competencies needed to serve as a future Pharmacy Technician. The internship takes place in a community pharmacy, chain or institutional or a combination of these and it will be supervised by a licensed pharmacist duly authorized by the Pharmacy Examining Board, as stipulated by Law #247 of the Pharmacy Law of Puerto Rico. The total hours required for this term is 500 hours to complete the 1,000 hours required by the Pharmacy Examining Board as established by Law and thus complete the requirements to be eligible for the Pharmacy Technician Board Examination.

### **PNUR 100**

#### **Introduction to Practice Nursing**

##### **Two Credits**

##### **Prerequisites or Co requisites: None**

This course is designed to provide the student with the introductory skills and knowledge of practical nursing. The student will get acquainted with basic concepts, definitions, historical evolution, main theories, and other vital aspects, including information regarding those most prominent personalities and contributors to this field, both in Puerto Rico and the United States. Main conceptual frameworks that serve as basis to the practical nursing profession are covered, including applicable legislation and its impact on clinical practice. Responsibility and compliance with required documentation for practice in different community settings are also covered during the course. The course also covers the study of moral and ethical aspects of the profession, and the functions of health related entities, both public and private. The course is focused in health prevention and promoting wellness as a higher level in the health community.

This course consists of two (2) hours of theory work per week.

**PNUR 101****Nursing Process and Basic Skills****Four Credits****Prerequisites or Co requisites: None**

This course consists of four (4) hours of theory and six (6) hours of laboratory work per week. This will take place in various healthcare settings as well as the university lab.

The course is designed to develop student's knowledge and basic skills of practical nursing that will allow the student to carry out the activities of the course. It introduces the concept of direct care intended for the satisfaction of the basic needs; including hygiene, physical comfort, psychological needs, safety, infection prevention and control of the patient. In addition, it studies problem solving related to the respiratory, cardiovascular, nutrition and the elimination processes.

Nursing intervention during the learning process is directed towards disease prevention, health promotion, treatment, rehabilitation of individuals to optimal levels in health-illness continuum.

**PNUR 102****Nursing Process Applied in the care of the Mother Neonate and Family****Three Credits****Prerequisites: PNUR 101**

This course involves the application of skills necessary for the practical nursing student in the interaction with the pregnant woman and her family during the stages of pregnancy, childbirth and postpartum. It emphasizes on preventive nursing intervention, curative and rehabilitative, thus filling the health needs of a dynamic and changing community. It also includes the skills necessary for nursing intervention with the newborn in the delivery room and the nursery room. In addition, those skills are applicable to patients with specific gynecological conditions, emphasizing on their self-care. The clinical practices will take place in institutions offering primary, secondary and tertiary care and others that offer community services to this group of patients. The course includes three (3) hours of theory and six (6) hours of clinical practice in hospitals and/or health centers that provide prenatal and newborn care, per week.

**PNUR 103****Nursing Process Applied to the Child, Adolescent and Family****Three Credits****Prerequisites PNUR 101**

In this course students will practice skills acquired, in the care of children and adolescents and will execute them according to the stages of child growth and development, applying the nursing process in the intervention of the child, adolescent, family and community. Emphasizes on preventive nursing intervention, curative and rehabilitative services.

The student will apply the process of communication and interpersonal relationships to intervene effectively with the infant, child, adolescent and family, in coordination with the health care team. The course includes three (3) hours of theory and six (6) hours of clinical practice in the hospital area, per week.

**PNUR 104****Nursing Process Applied to Adult and Elderly****Three Credits****Prerequisites: PNUR 101**

This course is based on the principles inherent to the caring of individuals, families and communities at different stages of growth and development, emphasizing on the basic needs of the adult and the senior patient. The physiological and pathological changes that occur in the various systems in a holistic manner are addressed. This course involves the application of the skills that the student mastered using the nursing process for interaction with the adult and the senior, his family and community. During this course, psychomotor skills are emphasized in the nursing, preventive, curative and rehabilitative interventions, so to meet the health needs of a dynamic and changing community. The emphasis is placed on the scientific principles of each procedure and the development of skills to perform the techniques correctly. The course includes three (3) hours of theory and six (6) hours of clinical practice in hospital scenarios per week.

**PNUR 105****Nursing Process applied to Health with Mental Problems****Two Credits****Prerequisites: PNUR 101**

In this course the student is involved with patients in various stages of mental health problems in the community, such as psychiatric institutions, mental health centers, alcohol and drug control agencies, and others. The student will be able to observe the conduct of the patients in mental health centers and will become involved in individual and group therapies. They will participate in the prevention, promotion and rehabilitation of patients and will deal with their families and communities. The course includes two (2) hours of theory and six (6) hours of clinical practice in various mental health agencies per week. Clinical practice facilitates the acquisition of knowledge, skills and attitudes to provide nursing care to patients with psychosocial changes in institutions and in community settings.

**PNUR 106****Nursing Process applied to the Community Health****Two Credits****Prerequisites: PNUR 101**

This course provides the students with knowledge and appreciation of an efficient administration and leadership in the nursing profession. Critical thinking is developed through discussion and group dynamics as well as oral and written activities related to course contents. Leadership in the nursing profession, continuum education criteria, graduate studies and essential communication skills are important topics also included in this course.

**PNUR 107****Seminars Practice Nursing****Two Credits****Prerequisites: Have approve all specialty courses**

This course is designed so that students will master the necessary skills required by the State Test. This is the State Test that assesses the minimum knowledge that a practical nurse should have in order to practice his or her job safely. To approve the exam represents a guarantee for people's health, but it is also evidence of talent, commitment and desire to serve; characteristics that distinguish a true professional.



**PSYC 123****General Psychology Survey Course****Three Credits****Prerequisites: SOSC 101-102 or SOSC 103**

Survey course in general psychology. Study of basic principles, concepts and theories of individual and social behavior.

**SURT 101****Introduction to the World Surgery****Three Credits****Prerequisites or Co requisites: None**

This course prepares the student to acquire the basic knowledge of the operating room, the operating equipment components and the general medical-legal aspects related to the profession. The student must complete a total of three (3) contact hours each week.

**SURT 102****Disinfection and Sterilization****Three Credits****Prerequisites or Co requisites: None**

The course is designed to provide the student with the knowledge and skills related to the different methods of disinfection and sterilization used with sterile supplies and in the operating room. Student will perform effective decontamination, disinfection and sterilization procedures of surgical supplies, tools and products, in order to assure patient safety and wellness. The student must complete a total of six (6) contact hours each week, distributed in three (3) of conference class, and three (3) of laboratory work.

**SURT 103****Human Relations and the Surgical Patient****Three Credits****Prerequisites or co requisites: None**

This course covers the application of the different theories of human relations, and develops student competencies to provide quality attention to post-surgery patients. Main topics discussed include personality, ethics, and surgical conscience, among others, which are important in the operating room. In addition to emphasize adequate communication skills between the patient and the surgical team, the course covers the array of emotions manifested by patients related to anesthesia and the surgical process.

The student must complete three (3) contact hours each week.

**SURT 104****Foundations of Anesthesia****Three Credits:****Prerequisites: SURT 102**

The course is designed for the student to acquire the fundamental concepts and knowledge of anesthesia. It covers the historical background, different types and administering methods, and the drugs used by the anesthesiologist to facilitate the surgical procedure. The different stages of anesthesia are covered, as well as complications associated with the anesthesia process. The student must complete three (3) contact hours each week.

## **SURT 105**

### **Foundations of the Operating Room I**

#### **Six Credits**

#### **Prerequisites: SURT 101, 102, 104**

The course integrates the theoretical and practical knowledge necessary in the field of surgical instrumentation in order to assure an excellent patient care, before, during and after the surgical procedure. The student will apply those skills needed for an effective intervention for pre-surgery preparations, surgical instrumentation and post-operative handling of contaminated materials and equipment. The course emphasizes the intervention of the surgical technician in maintaining aseptic techniques during all the operatory process in order to prevent infections. The student must complete twelve (12) contact hours each week, distributed in three (3) of conference class, and nine (9) of laboratory work.

## **SURT 106**

### **Clinical Phase**

#### **Six Credits**

#### **Prerequisites: SURT 105**

The operating room technician is actively involved in different operatory procedures of the diverse surgical specializations in a real working environment. The practice involves the practical application of those competencies acquired in the theoretical phase for the intervention with the surgical patient. Emphasis is given to the development of skills for preparing different surgical processes and the execution of instrumentation during operatory intervention, always under close supervision of the professor and the operation room staff. The student must complete a total of three hundred (300) hours during the semester, divided into twenty (20) hours per week of supervised practicum.

## **THMA 100**

### **Introduction to Massage**

#### **Two Credits**

#### **Prerequisites or Co requisites: None**

This is an introductory course that offers student theoretical knowledge about the history and origins of massage. Studies the professional, ethical, legal, hygiene, cleaning and security aspects in the massage room, types of clients, consulting techniques and preparation of the environment. It also covers equipment and products mostly used, with their general effects and contraindications.

The certificate program is intended to prepare professional therapists in the art of massage. Also trains students to provide its customers massage therapies to achieve the patient's holistic wellness (physical, emotional and mental). The student must complete a total of two (2) contact hours each week.

## **THMA 102**

### **Therapeutic Massage I**

#### **Three Credits**

#### **Prerequisites or Co requisites: None**

This course is geared to providing students with the basic knowledge of techniques of Therapeutic Massage. It is considered as a general introduction to both the theory and practice of massage. The student will be able to fully perform the basic concepts and manipulations of massage, and at the same time demonstrate such concepts and skills in the classroom. The student must complete a total of five (5) contact hours each week, distributed in three (3) of conference class, and two (2) of laboratory work.

**THMA 103**  
**SPPA Techniques**  
**Three Credits**

**Prerequisites or Co requisites: None**

In this course the student will learn and apply the techniques used in SPA facilities, and how these are used to treat several health conditions, in order to improve circulatory, nervous and body systems. Students will also learn to apply different relaxing massage techniques and therapies to reduce stress conditions. The student must complete a total of five (5) contact hours each week, distributed in three (3) of conference class, and two (2) of laboratory work.

**THMA 104**  
**Reflexology**  
**Two credits**

**Prerequisites or Co requisites: None**

This course prepares the student in the use of Reflexology therapy techniques, working with pressure stimuli points in feet, hands, nose, ears and other areas in order to achieve energy connections with glands, organs, and physiological systems of the body. It also prepares the student to provide the benefits of this therapy to its clients, through anatomic and physiological knowledge, as well as through specific skills and techniques. The student must complete a total of two (2) contact hours each week

**THMA 105**  
**Clinical Pathology**  
**Three Credits**

**Prerequisites or Co requisites: None**

Introduction to the study of diseases and other conditions of the human body. The student will learn to recognize specific diseases or health conditions through observation and the use of different diagnostic sources, and to determine the appropriate massage treatment or further referral to other specialists if necessary. The student must complete a total of three (3) contact hours each week.

**THMA 106**  
**Evaluation and Documentation**  
**Two Credits**

**Prerequisites or Co requisites: None**

This course trains the future masseur to design and personalize the massage session according to the specific needs of its client. Using the S.O.A.P. techniques, the therapist will be able to assess the needs of the client in order to define a therapy according to the specific condition. Initial evaluation is crucial to define the service needed, but it should be supported with written documentation. The course also prepares the student to document such conditions through a clinical history. Palpation methods, as well as posture and march evaluation will be covered in the course as important skills for the massage therapist. The student must complete a total of two (2) contact hours each week.

**THMA 108**  
**Therapeutic Massage II**  
**Three Credits**

**Prerequisites: THMA 100, THMA 102**

Basic review of the anatomy of the muscular system and its implications on the therapeutic massage. Includes the theoretic support and Quiromassage techniques to muscular system. Students will be

trained in the use of different techniques to specifically treat muscular conditions. The student must complete a total of five (5) contact hours each week, distributed in three (3) of conference class, and two (2) of laboratory work.

**THMA 109**  
**Lymphatic Drainage**

**Three Credits**

**Prerequisites: THMA 100, THMA 107**

This course will provide the student with the basic knowledge of anatomic concepts related to the lymphatic system and the main theories to support the draining of lymphatic fields. Students will learn the main conditions and diseases affecting the lymphatic system and will develop the basic skills to apply the manipulation protocol to follow for lymphatic draining. The student must complete a total of five (5) contact hours each week, distributed in three (3) of conference class, and two (2) of laboratory work.

**THMA 110**  
**Sports Massage**

**Three Credits**

**Prerequisites: THMA 100, THMA 102, THMA 107**

This course provides the student with the knowledge and skills to provide sport therapy massage, both during training and competing environments, in order to help athletes to achieve optimum performance as well as to keep good care of their health condition. The student will learn the functions of muscles, organs and body systems which are most commonly hurt during sport and athletic activities, and the ways to apply basic sport massage concepts and techniques in such circumstances. The student must complete a total of five (5) contact hours each week, distributed in three (3) of conference class, and two (2) of laboratory work.

**THMA 111**  
**Therapeutic Massage III**

**Three Credits**

**Prerequisites: THMA 100, THMA 102, THMA 108**

This course prepares the student with the knowledge and skills needed to develop therapies specifically directed to improve the muscular system of the client. It also trains the future masseur to treat this muscular conditions. The course cover techniques such as deep tissue massage, myofascial release and stretching techniques. The student must complete a total of five (5) contact hours each week, distributed in three (3) of conference class, and two (2) of laboratory work.

**THMA 112**  
**Chair Massage**

**Two Credits**

**Prerequisites: THMA 100, THMA 102, THMA 108**

In this course students will learn the skills and massage techniques for use in both the professional massage chair, as well as for a common chair. It prepares the student to develop an effective massage session with different massage chair techniques. The student must complete a total of four (4) contact hours each week, distributed in two (2) of conference class, and two (2) of laboratory work.

**THMA 113****Structural Kinesiology****Three Credits****Prerequisites: THMA 100**

Kinesiology is the study of the movement that centers on the action of the muscles with the bones. The course consists in the study of the muscle's origin and insertion, therefore the antagonist and synergy muscles. And also include an introduction of Muscle Test for identify weak and strong muscles of the body. The student will complete the total of three hours at week at the semester.

**THMA 114****Shiatsu****Three Credits****Prerequisites: THMA 100, THMA 102, THMA 108**

This course covers the massage method of acupressure. This is a technique originated in ancient China that replaces the use of needles for the use of finger pressure, reaching the equilibrium of body and soul, following the same principles of energy and meridians of acupuncture. As for most alternative therapies, the purpose of Shiatsu is geared to regain such balance, diminished by modern life stress. The student must complete a total of three (3) contact hours each week.

**THMA 115****Massage for Populations with Special Needs****Three Credits****Prerequisites: THMA 100, THMA 102, THMA 108**

In this course the student will develop those methods, techniques and modalities of clinical massage, which are combined to treat all kinds of conditions and diseases in persons of different age, gender and physical constitution. The course will also prepare the student to understand and adapt different techniques for clients with special needs due to particular physical deficiencies that may limit their capabilities, thus requiring a modified massage therapy. The student must complete a total of three (3) contact hours each week.

**THMA 116****Therapeutical Massage Seminar****Two Credits****Prerequisites: THMA 100 – 113**

In this course the student will review all the competencies and concepts needed to take the Board tests and to obtain the Massage Therapist License in Puerto Rico. The student must complete a total of two (2) contact hours each week.

**THMA 117****Supervised Practicum****Two Credits****Prerequisites: THMA 102, THMA 108, THMA 111**

The Supervised Practicum Course constitutes the most important clinical experience in the Therapeutic Massage Technician certificate. In this course the student will have the opportunity to apply all the knowledge, skills and techniques acquired throughout the development of the program. Practicum will take place in entities or venues that meet all requisites and standards established by applicable laws, in order to be authorized to provide therapeutic massage (sports facilities, health centers, elderly centers,

therapy centers, institutional activities), and will be supervised by a licensed professional in the field. The student must complete a total of eight (8) hours each week, distributed in two (2) of conference class and six (6) hours of practicum.

