



ADDENDUM FOR ACADEMIC CATALOG 2022-2023

Published: October 21, 2022

Table of Contents

Facilities Description	3
Support Services	6
Academic Year definition	9
Payment and Refund Policy	10
Student Regulations Manual.....	12

Facilities Description

The physical facilities of UAGM ensures the Gurabo, Cupey and Carolina Campus and its additional locations with adequate, attractive physical and ground facilities; and a safe environment to guarantee an integral sense of belonging, and professional and personal wellness.

Gurabo Campus

Universidad Ana G. Méndez, Gurabo Campus is a non-profit higher education institution with a wide range of academic degrees from professional certificates to doctoral degrees. The campus is 558,761 square feet. It has 78 classrooms, 16 science labs, and 12 computer labs. It is accredited by the Middle States Commission on Higher Education (MSCHE). Its main campus is located on Highway 189, Km 3.3, Gurabo, Puerto Rico. In addition to the main campus, it has four (4) additional locations: Barceloneta, Cayey, Ponce and Yabucoa.

UAGM Barceloneta is located on Highway PR-2, Km. 59.0, Puerta del Norte Building, Barceloneta, Puerto Rico. UAGM Barceloneta is 40,000 square feet. It has 11 classrooms with a capacity of approximately 25 students, 7 science labs, and 2 computer labs.

The additional location of UAGM Cayey is located on State Highway 14, Km. 58.8, Barrio Montellano, Cayey, Puerto Rico. UAGM Cayey is 26,000 square feet. It has 7 classrooms with a capacity of approximately 25 students, 2 science laboratories and 3 computer laboratories.

The additional location of UAGM Ponce is located on State Highway 14, Km. 3.4, Barrio Machuelo, Ponce, Puerto Rico. UAGM Ponce is 28,321 square feet. It has 5 classrooms with a capacity of approximately 25 students, 3 science laboratories and 1 computer laboratory.

The additional location of UAGM Yabucoa is located on Highway 901, Km.1.4, Barrio Juan Martín, Yabucoa, Puerto Rico. UAGM Yabucoa is 35,207 square feet. It has 10 classrooms with a capacity of approximately 25 students, 2 science labs, and 5 computer labs.

Cupey Campus

Universidad Ana G. Méndez, Cupey Campus is a non-profit higher education institution with a wide range of academic degrees from professional certificates to doctoral degrees. The campus is 901,597 square feet. It has 48 classrooms, 29 science labs, and 8 computer labs. It is accredited by the Middle States Commission on Higher Education (MSCHE). Its main campus is located at 1399 Ave Ana G. Méndez, San Juan, Puerto Rico. Currently, it has four (4) academic divisions: Science and Technology, Health Sciences, Liberal Arts and Business, Entrepreneurship, and Tourism. In addition to the main campus, it has two (2) additional locations in Aguadilla and Bayamón.

The additional location of UAGM Aguadilla is located on Highway 111, KM 0.5, Barrio Palmar, Aguadilla, Puerto Rico. UAGM Aguadilla is 70,715 square feet. It has 22 classrooms with a capacity of approximately 25 students and 5 science laboratories.

The additional location of UAGM Bayamón is located on Highway 167 Government Center Paseo del Parque corner Santiago Veve, Government Center, Bayamón, Puerto Rico. UAGM Bayamón is 159,734 square feet. It has 55 classrooms with a capacity of approximately 25 students, 6 science labs, and 3 computer labs.

Carolina Campus:

Universidad Ana G. Méndez Carolina is a non-profit higher education institution with a wide range of academic certificate degrees, associate degrees, baccalaureate degrees, graduate studies, and continuing education. The campus is 329,113 square feet. It has 39 classrooms, 21 science labs, and 11 computer labs. It is accredited by the Middle States Commission on Higher Education (MSCHE). The main campus is located on Avenida Principal Sabana, Carretera 190, Km 1.8, Barrio Sabana Abajo, Carolina, Puerto Rico. In addition to the main campus, it has three (3) additional locations: Barceloneta, Cabo Rojo and Santa Isabel.

The additional location of UAGM Barceloneta is located on Highway PR-2, Km. 59.0, Puerta del Norte Building, Barceloneta, Puerto Rico. UAGM Barceloneta is 50,000 square feet. It has 13 classrooms with a capacity of approximately 25 students, 4 science labs, and 4 computer labs.

The additional location of UAGM Cabo Rojo is located on Highway 100, Sector Miradero, Km 4.8, Cabo Rojo, Puerto Rico. UAGM Cabo Rojo is 24,524 square feet. It has 6 classrooms with a capacity of approximately 25 students, 3 science laboratories and 3 computer laboratories.

The additional location of UAGM Santa Isabel is located on Highway 153 South, Km. 12.5, Barrio Paso Seco, Santa Isabel, Puerto Rico. UAGM Santa Isabel is 16,364 square feet. It has 12 classrooms with a capacity of approximately 25 students, 1 science lab and 5 computer labs.

Physical and Postal Address

Campus/Additional Location	Physical Address	Postal Address
Gurabo	Carr. 189, Km.3.3 Gurabo, PR 00778	PO Box 3030 Gurabo, PR 00778-3030
Barceloneta	Carr. PR 2 Km. 59.0 Edificio Puerta del Norte Barceloneta, PR 00617	PO Box 2050 Barceloneta, PR 00617
Cayey	Carr. 14, km 72. 2 Ave. Antonio R. Barceló Cayey PR 00737	PO Box 9000 Suite 281 Cayey, PR 00737

Campus/Additional Location	Physical Address	Postal Address
Ponce	Carr. 14 Km. 3.4 Bo. Machuelo Ponce, 00715	PO Box 740 Mercedita, PR 00715
Yabucoa	Carr. 901, Km.1.4 Bo. Juan Martín, Yabucoa, PR 00767	PO Box 25 Yabucoa, PR 00767

Campus/Additional Location	Physical Address	Postal Address
Cupey	1399 Avenida Ana G. Méndez, San Juan, PR 00928	PO Box 21150 San Juan, PR 00928-1150
Aguadilla	Carr. 111 KM 0.5 Barrio Palmar, Aguadilla, PR 00605	PO Box 70 Aguadilla, PR 00605
Bayamón	Carr. 167 Centro de Gobierno, Paseo del Parque esquina Santiago Veve, Centro Gubernamental, Bayamón, PR 00960	PO Box 278 Bayamón, PR 00960-0278

Campus/Additional Location	Physical Address	Postal Address
Carolina	Ave. Principal Sabana, Carr. 190, Km 1.8, Barrio Sabana Abajo Carolina, P.R. 00983	PO Box 2010 Carolina, PR 00984-2010
Barceloneta	Carr. PR 2 Km. 59.0 Edificio Puerta del Norte Barceloneta, PR 00617	PO Box 2050 Barceloneta, PR 00617
Cabo Rojo	Carr. 100 Sector Miradero km. 4.8, Cabo Rojo, PR 00623	Box 1159 Cabo Rojo, PR 00623
Santa Isabel	Carr. 153 Sur, Km. 12.5, Bo. Paso Seco, Santa Isabel, PR 00757	PO Box 756 Santa Isabel, PR 00757-9998

For more information about the campus facilities students can access the following link:

<https://www.uagm.edu/es/mapas>

Support Services

Universidad Ana G. Méndez has learning centers and academic services in each of our campuses.

Online Student Services

From the main page students can access:

- Campuses and university centers sections
- MiUAGM Portal

Email

UAGM will assign the student at the time of making admission a username and a password that will be the credentials that students will use in all the university platforms. To obtain this information students must access: <https://ociteapps.uagm.edu/sica>

Student Portal

At myuagm.uagm.edu students can see their class schedule, enroll online, connect to the virtual classroom through Blackboard Collaborate, find contact information for their teachers, access student services, see their grades, among other services.

Blackboard

It is also important that students know their Blackboard Classroom where they can see announcements of their courses, upload assignments and more. To access Blackboard and the tutorials we offer, use the link: uagm.edu/blackboard.

Virtual Library

Students can access virtual library services through library.uagm.edu .

Zona U

In Zona U students will find an integrated service center where they can complete the steps of admissions, financing study and enrollment in one place. UAGM are ready to assist students at convenient times for them.

Technical Support

If students do not know their username and password, or if they have problems identifying it, may contact technical support at 787-751-1374 or 787-751-0178 Ext. 7487.

Appointments

Students can make an appointment in person or by phone through: uagm.edu/citas or 787-751-1403

Quality of Life Office

Office that promotes the integral formation of the student through interdisciplinary services that allow them to develop their personal, emotional, academic, occupational, and social potential. The services we offer are Counseling:

- Personal
- Vocational/occupational
- Academic
- Psychotherapy
- Social Work
- Satisfactory Academic Progress Standard (NPAS)
- Mental health prevention and promotion fairs
- Reasonable accommodation and vocational rehabilitation

Office of Comprehensive Student Development

UAGM has several Student Associations, scholarship and internship opportunities, and employment through the Placement Office for students to continue their professional development. These experiences will provide the student with a variety of opportunities to become involved in the university environment and enrich their social, cultural, and educational experiences. Through these services student can:

- Develop their social, communication and leadership skills
- Meet students with the same interests
- Have opportunities for scholarships and internships
- Participate in activities and projects for professional growth
- Have exposure to professional experiences

Retention Services

Academic Advising

- Assistance with the student class schedule
- Interpretation of student curricular sequence
- Track their academic progress
- Referrals for other needs

Professional Counseling

- Personal

- Academic
- Vocational
- Satisfactory Academic Progress Standard (NPAS)
- Groups workshops

Mentoring

- Academic support services in face-to-face and remote mode.
- Services are offered individually and/or in groups.
- Participants are assisted by peer students.
- The services are scheduled in basic and major courses

Financial Aid

The Financial Aid Office is available all year round to clarify doubts related to FAFSA. Students can also apply for work-study programs. Students can access fafsa.gov to complete their FAFSA application.

Medical Assistance

Students can receive professional guidance on common symptoms such as fever, headache, vomiting, diarrhea, and get medical advice on what to do in an emergency. Also:

- Coordination of medical appointment
- Initial evaluation
- Orientation and reading of laboratories
- Guidance on health issues and healthy lifestyles
- Referrals and issuance of medical orders (if necessary)
- Guidance on preventive measures to avoid the contagion and spread of COVID-19

Psychological Services Clinic

The clinic provides services to children, adolescents, and families throughout the community, and we are here to support students. The clinic offers initial and orientation interviews, psychological therapy in individual, couple, family and group modalities, animal assisted therapy, referrals to neuropathic medicine, aromatherapy, horticulture, and psychoeducational workshops. The clinic also carries out psychological evaluations (psychometric, psychoeducational, personality and neuropsychological screening).

Naturopathic Medicine Clinic

The clinic provides services in medicinal herbs, Chinese Medicine and Acupuncture, homeopathy, clinical nutrition, specialized tests, comprehensive health assessment and more.

For more information: <https://www.uagm.edu/es/guia-para-tu-alma-mater>.

Academic Year definition

The academic period is divided into two semesters and one summer, which in turn can be subdivided into smaller sessions called terms.

Payment and Refund Policy

Introduction

All students of the precincts and localities of the Ana G. Méndez University will be responsible for the payment of the total cost of their studies. At the time of enrollment, the student must identify their payment method.

General Provisions

1. The maximum balance tuition debt allowed per semester per student is one thousand eight hundred dollars (\$1,800) in debt.
2. Any student who uses a payment plan must pay their debt balance on or before the following dates, as per the corresponding academic term:

First Semester	Second Semester	Summer
December 15	May 15	July 15

3. A fifty-dollar (\$50.00) penalty fee will be charged to the student's account if he/she does not comply with the payment plan schedule deadlines mentioned above. This penalty does not apply to veterans (chapter 31 & 33) and students from the Department of Defense of the U.S.A.
4. Students must keep informed about the institution's costs and payment rules as indicated in the Tuition and Fees Bulletin for the corresponding institution. This information is available at each institution's website, at the following addresses.
5. The student's tuition costs will be calculated based on enrolled course fees and others applicable costs. Courses are billed based on credit hours.
6. The following payment methods are accepted in our institutions:
 - a. Bursar's Office accepts cash, debit/credit cards, money orders, and/or management's or certified checks (Pay to the Order of UAGM) and electronics transfers.
 - b. Mi UAGM Web Portal (ACH-Checks, Most Major Credit Cards)
 - c. Personal check and money orders should be made on behalf of Ana G. Méndez University
 - d. International Students – Only Wire Transfers
 - e. Every payment returned will have a surcharge of \$15.
7. Students must pay in full any outstanding debt balance before requesting any grades, transcripts or diplomas.

Graduate and Doctoral Students

1. Graduate and/or doctoral students can enroll after making an initial payment in cash, equal to or greater than fifty percent (50%) of their total debt balance.

2. Any outstanding debt balance must be paid in full on or before the dates set forth above (section II, subsection 3 and 4).

Refunds

A. Issued Refund

- a. Check will be issued and mailed to the student at the mailing address on record.
- b. The student will be notified, via email or text message, that a check on his/her behalf has been issued and will be sent by mail.
- c. The student will be responsible for any outstanding balance on their account that may result by any adjustment made in his or her academic load after the disbursement of the check.
- d. All checks expire after 90 days after date of issuance.
- e. After 90 days of check's date of issuance, funds will be returned to the corresponding funding source.
- f. A new check will not be issued until the Bursar's Office check claim form is completed.

B. Refund for Non – Attendance or Withdrawal Courses:

- a. **ENROLLMENT CANCELLATION** – Any student who cancels their enrollment on or before the first day of school will have 100% of the tuition and fees refunded.
- b. **PARTIAL WITHDRAWAL** – Students who withdraw from one of their enrolled courses will be responsible for the full cost of the course.
- c. **NON-ATTENDANCE** – Any student who does not begin to attend an enrolled course will be automatically withdrawn and will be responsible for 25% of tuition cost of the enrolled course.
- d. **MID-POINT** – Any student who obtains a WF in all their courses at the end of the semester (or module) will be responsible for 50% of the total cost of their tuition cost.
- e. **TOTAL WITHDRAWALS** – Any student who withdraws from all of his/her enrolled courses will be responsible for a prorated portion of his/her total tuition cost. This cost will be prorated according to the days attended until the withdrawal date in relation to the number of days in the semester or the total days of a single "Part of Term", as applicable.
- f. **TOTAL DAYS ATTENDED** = $\frac{\text{Percent Total tuition}}{\text{Total earned}}$
Total days in term earned X cost by UAGM

C. Effective Date

- a. This policy is effective as of the academic year that begins on or after January 1, 2020.

Student Regulations Manual

The Universidad Ana G. Méndez (UAGM) Student Regulations Manual establishes the students' rights and duties, as well as the rules that govern order, safety, and the healthy coexistence of the student community in their respective campuses and university centers. These Regulations apply to all students, in any sponsored, represented, or participating activity in which the campuses and university centers partake, in and outside the university grounds.

Universidad Ana G. Méndez (UAGM) is part of the Ana G. Méndez University System, Inc. (hereinafter SUAGM). It is a non-profit corporation for the benefit of the public interest that operates in accordance with the laws of the Commonwealth of Puerto Rico and the laws of the jurisdictions where it provides services in response to the needs and demands of the environment. The Student Regulations Manual applies to all students on the UAGM campuses and university centers in Puerto Rico.

The Students Regulations Manual is available at the following link:

<https://www.uagm.edu/es/estudiante-consumidor/informacion-estudiantil-student-information>.