

SISTEMA UNIVERSITARIO ANA G. MÉNDEZ
UNIVERSIDAD DEL ESTE



SCHOOL OF TECHNICAL STUDIES

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

Certificate Programs Catalog
Postsecondary Level

2013-2015

IMPORTANT INFORMATION AND CLARIFICATION TO THE STUDENTS:

Universidad del Este's undergraduate Catalog is published for informational purposes and should not be considered as a contract between a student and the Institution. Information contained herein supersedes that previously published and is subject to change.

At Universidad del Este (UNE), every effort is made to provide accurate and up-to-date information. However, the University reserves the right to change without notice statements in the catalog concerning rules, policies, fees, curricula, courses, or other matters when necessary. Changes may apply to current students.

Universidad del Este reserves the right to make changes in course offerings, curricula, and other policies affecting its undergraduate programs. In the specific case of a curriculum revision, current students will be moved horizontally to the new curriculum.

UNE is currently reviewing and restructuring many of our academic programs in an effort to enhance their quality and improve our efficiency. In that process, some of the programs and courses mentioned in this catalogue 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 School or University Center. In case that a program is placed in moratorium, the school's representative or program director will prepare a course schedule to assure the graduation of those students enrolled in that specific program.

It is the student's responsibility to know and comply with the rules expressed herein, which coincide with current bylaws and regulations of the University, the administrative resolutions and the federal laws on civil rights.

*Universidad del Este's School of Technical Studies Catalog 2013-2015
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Our Profile

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

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

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

The academic faculty consists of one-hundred and sixty-seven (167) full time professors and over eight hundred and thirty-five part-time professors. Fifty-one per cent of the full time faculty has doctorates while the rest of the faculty possesses master's degrees in their fields of expertise.

History of Universidad del Este

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

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

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

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

Universidad del Este is a non-sectarian, non-profit, independent, educational institution that serves the people of the Commonwealth of Puerto Rico, the states of Florida, Maryland, and Texas but through its collaborative agreements contributes to the international communities in general. In the academic area, Universidad del Este offers technical-professional certificate programs, associate, bachelors and masters in various disciplines such as: criminal

justice, social work, health sciences, science and technology, hospitality management, culinary arts, education, and business administration. The academic programs offered by the Institution can be classified under three categories: occupational and professional programs, transfer programs, and community service programs. One of the principle goals of the Universidad del Este is to educate and develop in its students the work-related and academic skills that will allow them to perform efficiently in jobs, and that will permit them to achieve more advanced academic levels. On account of this, the Institution has designed a diversified and flexible program of studies to prepare each student into a capable professional in the area of his/her specialty.

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

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

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

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

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

Vision and Mission Statement

Vision

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

Mission

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

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

Guiding Principles

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

Goals

To fulfill its mission, Universidad del Este proposes to:

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

Licensures

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

Regional Accreditation

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

Specialized Accreditations

Accreditation Commission for Programs in Hospitality Administration (ACPHA)
American Culinary Federation Education Foundation (ACFEF)
Accreditation Council of Business Schools and Programs (ACBSP)
Teacher Education Accreditation Council (TEAC)
Council on Social Work Education (CSWE)
International Association for Continuing Education and Training (IACET)

Memberships

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

Non-Profit Status

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

Non-Discrimination Statement

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

Statement of Policy

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

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

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

Student Body

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

Programs and Curriculum

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

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

Community Relations

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

Advisory Board

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

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

Board of Directors of the Sistema Universitario Ana G. Méndez

Ramiro Millán, President of the Board

Félix R. Schmidt, Vice President of the Board

José F. Méndez, President of the Sistema Universitario Ana G. Méndez

Florabel G. Mullick, Permanent member of the board

José F. Méndez Jr., Permanent member of the board

Rafael A. Nadal Arcelay, Permanent member of the board

Héctor A. Jiménez

José Domingo Pérez
Víctor Hernández
René A. León
Manuel Agosto
Herminio Martínez
José E. de la Cruz Skerrett, Legal Counselor to the board

Administration of the Sistema Universitario Ana G. Méndez

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

Universidad del Este's Administrative Council and Academic Board

Administrative Council

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

The Chancellor, the Vice Chancellor, Vice Chancellor of Student Affairs, Vice Chancellor of Physical Facilities and Operations Manager, Vice Chancellor of Information Resources, Vice Chancellor of External Resources, Vice Chancellor of Administrative Affairs, Deans of the Schools, four faculty representatives, one Director of the Off-Campus locations, and two student representatives constitute the Administrative Council.

Academic Board

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

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

Universidad del Este's Administration and Staff

Office of the Chancellor

Alberto Maldonado Ruiz, Esq. Chancellor
María S. Díaz, Vice Chancellor of Administrative Affairs
María I. De Guzmán, Assistant Vice Chancellor of Development and Fundraising
Ivonne D. Arroyo, Director of Public Relations
Gisela Negrón, Coordinator of Alumni Affairs

Laurie Melín, Coordinator of International Activities
Yamiel Natal, Coordinator of Information Systems

Office of the Vice Chancellor

Mildred Huertas Solá, Vice Chancellor
Nilda I. Rosado, Associate Vice Chancellor of Licensing, Accreditation and Evaluation
Magalie Alvarado Hernández, Associate Vice Chancellor of Administrative Affairs
María Véaz, Associate Vice Chancellor of Retention
Luis Iturralde, Associate Vice Chancellor of Research
Ezequiel Bayuelo, Associate Vice Chancellor of Institutional Assessment
Claribette Rodríguez, Assistant Vice Chancellor of Academic Effectiveness
Mildred Rivera, Assistant Vice President and Dean, School of Professional Studies
Terestella Gonzalez, Dean, José A. (Tony) Santana International School of Hospitality and Culinary Arts
Maria del Carmen Arribas, Dean, School of Education
Maritza Espina, Dean, IEN Business School
Luis Mayo Santana, Dean, School of Social and Human Sciences
Wilfredo Colón Guasp, Dean, School of Sciences and Technology
Silvio Velez, Dean, School of Health Sciences
Nydia I. Feliciano Burgos, Dean, School of Technical Professional Studies
Sylvia Esquilín, Director, Faculty Development

Office of the Vice Chancellor of Information Resources and Telecommunications

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

Office of the Vice Chancellor of Student Affairs

Nahomy Curet, Vice Chancellor of Student Affairs
Karen Rivera Díaz, Associate Vice Chancellor of Student Affairs
Ramón Fuentes, Associate Vice Chancellor of Enrollment Management
Magda E. Ostolaza, Associate Vice Chancellor of Marketing and Recruitment
Carmen G. Velázquez, Associate Vice Chancellor of Quality of Life and Student Wellness
Gisela Negrón, MA, Assistant Vice Chancellor of Scholarships and Internship Program
Diana M. Colón Román, Director, Center of Innovation, Employment and Empowerment
Elisa Quiles, Registrar
Eigna De Jesús, Director of Financial Aid
Ramonita Fuentes, Director of Admission
Ángel González, Bursar
Emmanuel Colón, Director of Social and Cultural Activities
Julio Figueroa, Director, Athletics and Sports Program
Jeffrey Gladstone, Director of Complimentary Educational Services

Office of the Evening and Weekend Programs

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

Office of Physical Facilities and Operations

Edgar Dixon Rodríguez, Vice Chancellor of Physical Facilities and Operations

Juan Boada, Assistant Manager of Physical Facilities and Operations

Directors, Off-Campus Locations (University Centers)

Maricelli Zaragoza, Director, Yauco Off-Campus location

Sixto Bermúdez, Director, Arecibo Off-Campus location

Griselda Correa, Director, Barceloneta Off-Campus location

Rosa Pérez, Director, Cabo Rojo Off-Campus location

Evelyn Ayala, Director, Santa Isabel Off-Campus location

Admission Requirements

General Admission

The following are the general admission requirements:

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

Eligibility Index

A grade point average of 2.00 or less for most Certificate programs is accepted.

Admissions Procedures

- Submit an application for admission.
- Submit an official high school transcript or its equivalent. If the applicant is not a high school graduate, he should submit evidence that he is taking the last credits to complete his requirements.
- Enclose the non-refundable application fee (\$15.00).
- Submit College Entrance Examination Board results if applicant is under the age of 23 years old.
- Applicants for the Nursing or other related health programs are also required to submit a Health Certificate.
- Meet all admissions requirements by the date scheduled in the Institution's calendar.
- Candidates for admission may be interviewed by representatives of the School.
- Students holding degrees from other accredited higher learning institutions that wish to pursue studies must meet the admissions requirements set forth by the Institution.
- Incomplete applications or those not fulfilling the established requirements will be considered for conditional admission. The Institution may invalidate the student's admission and conditional registration. Students are urged to submit all the required documentation within **45 days** after classes have initiated.
- **Veterans and beneficiaries** should submit all admissions requirements before the first day of classes and **not within the 45 days** after the beginning of classes.

Readmitted Students

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

Requirements for Readmission

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

Procedure for readmissions

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

Transfer Students

A transfer student from an accredited, post-secondary institution.

Requirements for Transfer

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

Procedures for Transfer

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

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**Requirements**

- The international student applying for admission, readmission or transfer must meet with the requirements of the program.
- The international student must complete Form I-20 and meet with the Designated School Official (DSO) of the Institution.
- Present a sworn statement certifying financial capability to disburse for his studies.
- The admission of international students is subject to immigration laws.

Procedure

International students applying for admission must meet the requirements set forth by the Institution in the general admissions.

Rights Reserved:

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

Rules and Regulations for Admission and Registration

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

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

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

Admissions Policy

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

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

Credit Hour Policy

Definition: The U.S. Department of Education defines "credit hour" as:

"...An amount of work representing in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- (1) One hour of classroom of direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or,
- (2) At least an equivalent amount of work a required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours."

Policy: Universidad del Este has implemented a variation of the traditional unit of measuring the academic experience associated with a "credit hour." The Registrar's Office uses this policy to program courses each semester. The various formats used to schedule the courses are for: traditional lecture sessions, laboratory sessions, group activities, practicum, clinical internships, Thesis/Business projects and independent study.

1. Traditional lecture sessions

- a. A credit hour is associated with a minimum of 50 minutes per credit hour. Universidad del Este programs in two formats: A 15-week semester, plus a 16th week for a final examination or project presentation or Part-of-Term sessions of 8-weeks in each semester, plus two additional days set for final examination or project presentation in each Part-of-Term.

- b. Scheduling of courses is programmed as: A 3-credit course should meet no less than 2100 minutes during the course of the semester, and a 4-credit course should meet no less than 2800 minutes during the course of the semester. In addition, for every hour of class, there are two hours of outside student work. The out-of-class work is typically categorized as reading, studying, problem solving, writing, or preparation.

2. **Group activities (supervised laboratory sessions)**

- a. **Laboratory activities:** associated with a minimum seat time of 100 minutes per credit or allotted credit (most laboratory sessions generally do not carry direct credit) each week over a 15 week semester. In addition, it is presumed that for every 2 hours of directed instruction in the laboratory, the students perform an additional 1 hour of outside work on their own.

3. **Individual activities (supervised)**

- a. **Practicum, clinical internships, and student teaching:** represent a minimum of 30 contact hours for each credit hour.
- b. **Thesis/Business Project or Independent Study:** represents a minimum of three hours of student work per week over the semester per credit hour.

4. **Variations of Teaching Modalities**

Courses that utilize different educational approaches may seek variations from the standard credit hour definitions. The expectation is that quality, and rigor of learning and academic work associated with a “credit hour” will be consistent regardless of location, teaching modality or class duration. Variations to the standard credit hour policy are considered for recommendation by Universidad del Este’s Academic Board’s Program Committee as stated in the SUAGM Institutional by-laws and approved by the Administrative Council.

- a. **Face-to-face courses with Web enhancement/facilitation:** blended courses use online content delivery for less than 30% of the course delivery. This course may have or not decrease in scheduled “seat time” associated with a credit hour with the expectations that the additional activities correspond directly to the reduced seat time.
- b. **Online courses:** use online content delivery for greater than 79% of the course and may meet infrequently or not at all in a face-to-face session during the semester.
- c. **Graduate level courses:** some graduate level courses are scheduled for less “seat time” because of an expectation of more than 2 hours of “out-of-class time” for every 1 hour in class. Graduate level courses meet or exceed 700 minutes of seat time per credit.
- d. **Non-standard course duration / Non-traditional course duration / Accelerated adult program course duration:** credit hours awarded for learning and academic work completed in short sessions (summer sessions, half-semester or Part-of-Term) will be comparable to the standard 15+1 week semester but distributed over a shorter time- period.

Academic Information

Registration and Other Related Procedures

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

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

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

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

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

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

Pre-Registration

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

Late Registration

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

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

Re-location of Students

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

Important Note:

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

Official Admission to Classes

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

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

Corrections or Changes in Names and Addresses

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

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

Classifications of Students

Students are classified as follows:

A. By credit hours enrolled

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

B. By credit hours leading to an undergraduate degree

1. **First Year Students**-those with a secondary school diploma or the equivalent who are registered at the Institution in courses leading to a degree.
2. **Second Year Students**-those who have completed a minimum of 31 credit hours of work at the Institution.
3. **Third Year Students**-those who have completed a minimum of 61 credits at the Institution.
4. **Fourth Year Students** - those who have completed a minimum of 91 at the Institution.
5. **Fifth Year Students** - those who have completed a minimum of 121 credit hours at the Institution.

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

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

D. By type of admission

1. **Special Students** - Those students who come to the Institution with a written authorization from the Institution they attend as regular students, or any other student who enrolls in a course not leading to a degree or a professional certificate.
2. **Readmission Students** - Those students who have interrupted their studies for at least one semester, and wish to continue studying.
3. **Transfer Students** – Those active or former students of an accredited post-secondary Institution.

Re-classification of Students

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

Special Conditions and Regulations

- Students who have registered in the maximum permitted academic load and need three more credits to complete the graduation requirements in the same semester will be allowed to take three additional credits with the written authorization of the appropriate Dean or Associate Dean of the School or Program Director/Coordinator.

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

Changes in Programs or Schedules

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

Withdrawals

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

Census

Admission to the classroom

- a. The professors must verify that each student is officially registered, confirming this on the Invoice Schedule (Student's Program).
- b. Students that are not officially registered in the corresponding section will not be admitted to the classroom.

Classroom Census

The Institution is not required by any state or regional accrediting agency to take attendance. Nevertheless, a census is made during the first weeks of each semester or Part-of-Term to determine whether the student attended at least once during the period of enrollment. This census is made for reporting requirements only.

Nevertheless, professors may take into consideration the student's attendance when grading and should explain the possible impact of absences on the student's final grade, if any. The student is also responsible for all material covered during the course, even if he misses classes during the semester or Part-of-Term. Thus, attendance is strongly recommended to better retain the student and facilitate achievement of his/her academic goals.

Student Evaluation Procedures

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

Grading System

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

The credit equivalent for laboratory work has been determined according to the rules of each School. Scholastic standing in completed courses is indicated by the following letter grades:

Letter grade system and grade points per credit:

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

In special cases the following grading system will be used:

W	Withdrawal
WN	Administrative withdrawal (no grade points)
WF	Student deserted the classroom or excessive unjustified absences from course.
IB, IC, ID	Incomplete work. Student absent from final examination or failed to complete and turn in final work assignment, but must have complied with all the partial requirements of the course.
WA	Administrative withdrawal. Processed by the Vice Chancellor of Student Affairs

P	Pass
NP	Non passed
I or E	Repeated Course, reflected in the transcript as included or excluded for grade point average
T	Transfer course

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

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

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

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

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

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

Incompletes

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

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

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

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

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

Grade Point Average

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

Grade Reports

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

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

Students' Records

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

Transcripts

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

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

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

Important Note:

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

Standards for Satisfactory Academic Progress

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

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

Student Academic Status

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

- **Honor Students** - Those students carrying not less than twelve credit hours with a grade point average of 3.50 or more and who fulfill the requirements of the Vice Chancellor of Student Affairs.
 - a. The Vice Chancellor of Student Affairs will announce the names of all honor students, the School to which they belong, their status, and their area of major.
 - b. Honor students are eligible to serve as tutors and as assistants to faculty members.
- **Students in Progress** - Those whose grade point average is equal to or greater than the minimum retention grade point average.
- **Students on Academic Probation** - Those students with a grade point average, earned credit hours, or both, below the standards of the Progress Academic Rule for this category.
- **Students on Academic Suspension** - Those students who have been on extended academic probation and not been able to overcome their academic deficiencies.

Student Suspension for Academic Reasons

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

Academic Probation

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

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

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

Minimum Grade Average Required by Earned Credits

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

Required Credits and Retention Index per Program

Definitions

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

The students should approve the courses according to the Standard of Academic Progress for the type of academic program in which the student is enrolled: Certificate, associate and bachelor degrees according to the number of accumulated credits and the accumulative academic grade point average, as established in the *Table of Required Credits and Retention Index per Program*. Students will be able to view these requirements in ***Handbook of Academic Norms and Administrative Procedures for undergraduate programs***, located at the web site: www.suagm.edu/une under student services.

An example representing each academic program is presented below:

Credits Required and Retention Index per Program

Associate Degree Program (56 credits)

Attempted Credits	% Credits Required	Retention Rate
1 - 16	50%	1.50
17 - 32	54%	1.70
33 - 48	58%	1.90
49 - 55	62%	2.00
56 - 72	64%	2.00
73 - 81	67%	2.00

Certificate Program (36 credits)

Attempted Credits	% Credits Required	Retention Rate
1 - 14	50%	1.60
15-28	55%	1.80
29-42	60%	2.00
43-54	67%	2.00

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

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

Graduation Requirements

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

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

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

Honor Awards

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

Certificates

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

Important Note:

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

Family Rights and Privacy Act Information Statement

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

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

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

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

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

Student Right-To-Know and Campus Security Act

The common intention of the three 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 students.
- Section 104 covers disclosures about the comparative academic “success” of students who receive financial assistance contingent upon participation in intercollegiate sports and Section 105 concerns institutional revenues and expenditures for intercollegiate athletic activities.
- Sections 203 and 204 concern disclosures, reports, and publications about campus security policies and crime statistics.

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

Office of the Vice Chancellor of Student Affairs

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

Admissions and Marketing	Sports Program
Registrar	Quality of Life and Students’ Wellness
Social and Cultural Activities	Student Associations Program
Guidance and Counseling	Bursar
Student Support Services Program	Financial Aid
Health Services	

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

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

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

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

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

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

Professional Guidance and Counseling Programs

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

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

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

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

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

Advising and Retention Program

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

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

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

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

Mentoring Program

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

Tutorial Services

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

Student Support Services Program

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

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

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

Health Services*

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

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

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

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

Social and Cultural Activities

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

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

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

Sports Program

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

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

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

Bookstore

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

Veterans and their Beneficiaries Services

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

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

Veterans and their beneficiaries must complete their program of studies within the time established by their curriculum (**100%**). Students who extend their studies **beyond the time (150%)** established by the program cannot continue to receive Veteran's benefits. Therefore, **Academic Progress Norms** do not apply to veterans and their beneficiaries, who need to maintain a retention index of 2.00 when the 100% of the program is completed. The veterans and their beneficiaries should follow the program sequence which is distributed by academic year. The following examples show time/length of various programs: Certificate program of 36 credits is 1 and half years; Associate degree program of 73 credits is 2 and half years; Bachelor degree program of 121 credits is 4 years. If the student is a recipient of the Pell Grant, he may resort to the 150% additional time, established by the standard for Satisfactory Academic Progress of the Institution. Veterans should be evaluated utilizing both Veteran's Benefits and Pell Grant criteria, if they are beneficiaries of these.

Student Activities

Universidad del Este offers students the opportunity for social, cultural and athletic programs in order to develop leadership, responsibility and initiative. All students are urged to join the clubs and organizations that most correspond to their needs and interests. Each group or club has a faculty adviser who counsels its members and helps to promote the activities of the group.

Student Associations

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

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

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

Student Council

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

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

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

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

Disciplinary Regulations

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

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

Important Note:

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

Student Financial Aid

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

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

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

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

Grant-Scholarship Programs

Federal Pell Grant

This grant helps undergraduate students to pay for their postsecondary education and students must be enrolled at least on three credits to receive the benefit. For the academic year 2012-2013, 2013-2014 the maximum annual award is \$5,550 and the student must meet the eligibility requirements of the program.

Federal Supplemental Educational Opportunity Grant (SEOG)

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

Educational Opportunity Program

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

State Student Incentive Grant (SSIG)

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

Loan Programs

Federal Direct Loan

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

Federal Direct Parent Loan for Undergraduate Students (FDPLUS)

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

Work and Study Program

Federal Work-Study Program (FWSP)

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

Institutional Scholarships Programs

Athletic Scholarship

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

PR Honor

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

Its objectives are:

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

How to Apply for Financial Aid

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

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

Eligibility Requirements

In order to meet the eligibility requirements, students must:

- have financial need

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

Important Note:

The Institution complies fully with the privacy Rights of Parents and Students Act of 1974 (Title IV of the U.S. Public law 90-247), as amended, which specifically governs access to records maintained by institutions to which funds are made available under any Federal program for which the U.S. Commission of Education has administrative responsibility, and the release of such records, provided that such institutions must furnish parents of students access to official records directly related to the students and an opportunity for a hearing to challenge such records on the ground that they are inaccurate, misleading or otherwise inappropriate; that institutions must obtain the written consent of parents before releasing personally identified data from student records to other than a specified list of exceptions; that parents and students must be notified of these rights; that these rights transfer to students at certain points; and that an office adjudicate complaints and violations of this law.

Tuition, Fees, and Related Information*

Every year the Office of the Vice President for Financial Affairs publishes a circular with information about tuition cost for all academic programs and other fees for all institutional services. This circular is available at the Bursar’s Office. Tuition fees are made by credit or contact hour as follow:

- Certificate Programs \$ 171.00

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

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

Please note that in attending any Institution, you will need to allow for other expenses, such as; books and supplies, transportation, meals and other personal needs. A variety of financial aid packages are available. Tuition, fees and service charges must be paid in full during registration or at the time the student requests services. Payments can be made in cash, or by certified or manager’s checks, money orders, or credit cards such as American Express, Visa or Master Card. Receipts for all transactions must be requested and retained, and presented with any claim or adjustment requested. The Bursar’s Office will not accept claims without receipts. ****All tuition, general fees and service charges are subject to change during the life-term of this catalog (2013-2015).***

Tuition Option Payment Plan (TOPP)

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

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

Office of the Vice Chancellor of Information Resources and Telecommunications

Vision

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

Mission

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

Description of the unit

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

Library

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

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

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

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

Sala Florencio Pagán Cruz

The Reference and Reserve unit are located in this area. The Reference collection has the basic resources needed to do research and investigation projects such as: general and specialized dictionaries, annuals, atlas, directories, reference books, indices in electronic and printed formats, access to Internet and the data base specialized in legal resources. We have invested in the research-based search engine Voyager System, which greatly facilitates the identification and access to a vast quantity of research literature, journals, textbooks, and other relevant documentation. The total collection of magazines, books, e-books, journals, and audiovisual resources exceed the requirements in titles and volumes for all the levels of the academic programs offered in the Institution.

Circulation and Reserve Area

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

Inter-Library Loans

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

Exhibit Area

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

Collection Developments and New Acquisitions

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

Educational Technology

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

Distance Education

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

Computerized Information Technology and Telecommunications

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

Hours of Operation

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

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

Staff

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

Office of the Director of the Evening and Weekend Programs**Mission**

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

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

Description of the unit

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

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

Off Campus Location (University Centers)

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

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

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

Off Campus Locations

Academic Offerings

The five Off-campus locations offer the following academic programs:

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

Certificate Programs in:

- Teacher's Aid in Early Education
- Medical Billing of Medical Plans
- Sales and Marketing
- Graphic Design and Digital Production
- Technical Assistance in Criminal Justice
- Paralegal Technical Assistance
- Leader of Recreational and Sports Programs
- Licensed Practical Nurse
- Computer Repair and Network Installation
- Architectonic Draftsman

CABO ROJO OFF-CAMPUS
Carretera Núm. 100 K.4.8,
Intersección Carretera 311
Barrio Miradero, Sector Conde Ávila
Cabo Rojo, Puerto Rico 00623

Associate degree in:

- Technology in Architectural Drafting

Certificate Programs in:

- Teacher's Aid in Early Education
- Medical Billing of Medical Plans
- Sales and Marketing
- Graphic Design and Digital Production
- Leader of Recreational and Sports Programs
- Technical Assistance in Criminal Justice
- Paralegal Technical Assistance
- Computer Repair and Network Installation
- Architectonic Draftsman
- Hotel Operations

SANTA ISABEL OFF-CAMPUS
Carretera Núm 153, Barrio Felicia 2, Sector Jauca
Santa Isabel, Puerto Rico

Certificate Programs in:

- Teacher's Aid in Early Education
- Medical Billing of Medical Plans
- Sales and Marketing
- Leader of Recreational and Sports Programs
- Graphic Design and Digital Production
- Technical Assistance in Criminal Justice
- Paralegal Technical Assistance
- Entrepreneurship
- Computer Repair and Network Installation
- Architectonic Draftsman

ARECIBO OFF-CAMPUS
Calle A y B – Urbanizavion Industrial Zeno Gandia
Arecibo, Puerto Rico

Certificate Programs in:

1. Licensed Practical Nurse
2. Teacher's Aid in Early Education
3. Medical Billing of Medical Plans
4. Sales and Marketing
5. Leader of Recreational and Sports Programs
6. Graphic Design and Digital Production
7. Hotel Operations
8. Technical Assistance in Criminal Justice
9. Paralegal Technical Assistance
10. Architectonic Draftsman

BARCELONETA OFF-CAMPUS
Carr. P.R. # 2 KM. 59.0 Barrio Florida Afuera
Barceloneta, Puerto Rico 00617

Associate degree in:

- Technology in Architectural Drafting

Certificate Programs in:

- Teacher's Aid in Early Education
- Medical Billing of Medical Plans
- Sales and Marketing
- Leader of Recreational and Sports Programs
- Graphic Design and Digital Production
- Technical Assistance in Criminal Justice
- Paralegal Technical Assistance

- Hotel Operations
- Licensed Practical Nurse
- Computer Repair and Network Installation
- Architectonic Draftsman

Academic Programs offered at the Carolina Campus

Associate degree in:

- Technology in Architectural Drafting

Certificate Programs in:

- Teacher's Aid in Early Education
- Medical Billing of Medical Plans
- Sales and Marketing
- Graphic Design and Digital Production
- Technical Assistance in Criminal Justice
- Hotel Operations
- Paralegal Technical Assistance
- Leader of Recreational and Sports Programs
- Entrepreneurship
- Licensed Practical Nurse
- Computer Repair and Network Installation
- Architectonic Draftsman
- Dental Assistance with Expanded Functions

Non-Degree Programs

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

Special Programs

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

Complementary Educational Services Program- this is a federally funded program whose goal is to provide academic and counseling services to eligible students of the Institution in order to facilitate their academic success and personal growth. These services in the areas of Spanish, English and Mathematics are delivered through tutoring, mini-courses, individual counseling and career activities.

Academic Components of the Programs - General Education, Core- Professional, and Major

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

- General Education
- Core Curriculum /Professional Component
- Practicum

The General Education component was revised in 2004, at the associate level 15-18 credits are general education courses.

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

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

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

The Core/Professional and Major components introduce the student to subjects within his chosen profession and a special subject area. By interweaving general knowledge with competence in some field of study, students who select courses wisely will be prepared for the occupation of their choice immediately upon graduation. The programs of study or degrees hereby described will be offered according to students' demands, and may be cancelled or eliminated by the decision of the Institution if there is a lack of demand or funding for them.

Assessment Model at UNE

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

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

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

During: It refers to the educational experiences that the university provides for the student through academia, teaching support services, and administrative services. During the educational process the institution creates the

necessary conditions in the areas so that students can progressively achieve their educational goal. Information from different areas is gathered to follow the formative process of the students: curriculum, teaching, learning, educational materials, technology, support services, orientation, and others.

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

Calibrating the student's talent development allows us to understand the links between before, during and after aimed at promoting experiences that develop their capacities to the maximum. According to Astin (1991), learning involves a change of learning; therefore it is necessary to measure the change in that process. Also, we start with the supposition that learning increases when students are aware of what they must learn, know the means and criteria to attain their educational objectives, and receive corrective follow-up or maintenance to improve learning. In this sense the purpose of assessment is to gather diverse information to improve the students' learning product. Therefore, the term "outcomes assessment" is closely related to the curriculum (understood as teaching-learning).

Universidad del Este's Anthem (Institutional Song)

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

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

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

Lyrics and Music by Alberto Carrión

School of Technical Studies

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

VISION

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

MISSION

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

GOALS

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

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

OBJECTIVES OF THE SCHOOL OF TECHNICAL PROGRAM ARE TO:

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

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ACADEMIC INFORMATION

Admission Requirements

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

Graduation Requirements

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

- Candidates for a certificate must pass the required number of courses in a diversified program of general and professional studies.
- They must have satisfactorily completed the prescribed number of Credits with a grade point average of 2.00 (C) or higher or as required in their program of studies.
- They must fill out an application for graduation at the Registrar's Office at the time they enroll for the last semester or summer session.
- Candidates for a certificate must submit themselves to the rules and graduation requirements of the year they expect to graduate.
- They must have satisfied all financial obligations to the Institution.
- Commencement Exercises will be celebrated once during the academic year, at the end of the second semester. Those students who meet the requirements for a certificate at the end of the first or second summer session or at the end of the first semester (August-December) should apply to the Registrar's Office for a certified statement showing that they have completed the requirements of their respective programs of study.

CERTIFICATE PROGRAM DESCRIPTION AND GAINFULL EMPLOYMENT INFORMATION

ARCHITECTURAL DRAFTSMAN CERTIFICATE

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

CIP Code: 15.1303

Duration: 2 years

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

Related costs

Study costs	Books and Materials	Median debt / Title IV
\$16,062.00 (subject to change)	\$293.25	\$1494.00

Graduation Rate and Employability

Number of Graduate Students (2008-2009)	Graduation Rate	Employability Rate

MEDICAL BILLING OF MEDICAL PLANS CERTIFICATE

This certificate is a program that prepares individuals to perform the duties of special assistants and personal secretaries for practicing physicians and nurses, health care facilities and services administrators, and other health care professionals. Includes instruction in business and medical communications, medical terminology, principles of health care operations, public relations and interpersonal communications, software applications, record-keeping and filing systems, scheduling and meeting planning, applicable policy and regulations, and professional standards and ethics.

CIP Code: 51.0716

Duration: 2 years

Occupational Code		Occupational Code link
43-3020 43-3021	Billing Clerk and Register of Bills	http://www.onetonline.org/link/summary/43-3021.00
43-9061	Office work	http://www.onetonline.org/link/summary/43-9061.00
31-9092, 31-9090 31-9000, 43-3011	Health plan billers, independent patients, accounts clerks in private medical offices, Offices of Health Plans, Health Centers, Clinics, Hospitals, Laboratories or other, data entry.	http://www.onetonline.org/link/summary/31-9092.00 http://www.onetonline.org/link/summary/43-3011.00

Related Costs

Study costs	Books and Materials	Median Debt / Title IV
\$7,332.00 (subject to change)	\$644.33	\$735.00

Graduation Rate and Employability

Number of Graduate Students (2008-2009)	Graduation Rate	Employability Rate

COMPUTER REPAIR AND NETWORK INSTALLATION CERTIFICATE

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

CIP Code: 47.0104

Duration: 1 year and a half

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

Related Costs

Study costs	Books and Materials	Median Debt / Título IV
\$7,432.00 (subject to change)	\$519.21	\$1,568.00

Graduation Rate and Employability

Number of Graduate Students (2008-2009)	Graduation Rate	Employability Rate

GRAPHIC DESIGN AND DIGITAL PRODUCTION CERTIFICATE

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

CIP-Code: 50.0409

Duration: 1 year and a half

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

Related costs

Study costs	Books and Materials	Median Debt / Title IV
\$8,018 (subject to change)	\$235.00	\$1,470.00

Graduation Rate and Employability

Number of Graduate Students (2008-2009)	Graduation Rate	Employability Rate

TECHNICAL ASSISTANT IN CRIMINAL JUSTICE CERTIFICATE

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

CIP Code: 43.0103

Duration: 1 year and a half

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

Related costs

Study costs	Books and Materials	Median Debt / Title IV
\$8,112.00 (subject to change)	\$319.89	\$735.00

Graduation Rate and Employability

Number of Graduate Students (2008-2009)	Graduation Rate	Employability Rate
1	1.8	100.00

ENTREPRENEURSHIP CERTIFICATE

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

CIP Code: 52.0701

Duration: 1 year and a half

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

Related costs

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

Graduation Rate and Employability

Number of Graduate Students (2008-2009)	Graduation Rate	Employability Rate

HOTEL OPERATIONS CERTIFICATE

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

CIP Code: 52.0904

Duration: 1 year and a half

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

Related costs

Study Costs	Books and Materials	Median Debt / Title IV
\$ 7,629.00 (subject to change)	\$715.25	\$1,470.00

Graduation Rate and Employability

Number of Graduate Students (2008-2009)	Graduation Rate	Employability Rate
0	0.0	

PARALEGAL TECHNICAL ASSISTANT CERTIFICATE

Paralegals (legal assistants) will be able to provide technical support to lawyers, judges, investigators and other professionals working in the judicial system in Puerto Rico. Provides the tools on issues related to constitutional law, civil, criminal, ethical and evidence mortgage, court procedures, government departments and agencies, legal research techniques and professional conduct.

CIP Code: 22.0302

Duration: 1 year and a half

Occupational Code		Occupational Code link
23-2010	Assistants workers	http://www.onetonline.org/link/summary/23-2092.00
23-2011	Legal Assistants and Paralegal Assistants	http://www.onetonline.org/link/summary/23-2011.00
23-2099	All other Legal Support Workers	http://www.onetonline.org/link/summary/23-2099.00

Related costs

Study Costs	Books and Materials	Median Debt / Title IV
\$ 8, 087.00 (subject to change)	\$235.00	\$735.00

Graduation Rate and Employability

Number of Graduate Students (2008-2009)	Graduation Rate	Employability Rate
0	0.0	

LEADER OF RECREATION AND SPORTS PROGRAMS CERTIFICATE

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

CIP Code: 31.0301

Duration: 1 year and a half

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

Related costs

Study Costs	Books and Materials	Median Debt / Title IV
\$ 9, 697.00 (subject to change)	\$258.28	\$1,262.70

Graduation Rate and Employability

Number of Graduate Students (2008-2009)	Graduation Rate	Employability Rate
0	0.0	

SALES AND MARKETING CERTIFICATE

This certificate program prepares students to develop sales and marketing skills. The student will become familiar with the essential activities and more common in the business of marketing. Through specialized courses, creative sales promotion and advertising, telemarketing and customer service, among others, students will learn the basic functions of a sales representative. Learn sales strategic planning and proper use of telephone and computer as sales tools.

CIP Code: 52.1801

Duration: 1 year and a half

Occupational Code		Occupational Code link
41-2031, 41-2030, 41-2000, 41-0000 41-9099, 41-9090, 41-9000, 41-9040 41-9041	Contact centers, "call centers", customer Service, sales, marketing departments, advertising agencies	http://www.onetonline.org/find/quick?s=41-2031 http://www.onetonline.org/find/quick?s=419099 http://www.onetonline.org/find/quick?s=419041 http://www.onetonline.org/link/summary/41-1011.00

Related costs

Study Costs	Books and Materials	Median Debt / Title IV
\$ 7, 815.00 (subject to change)	\$185.34	\$735.00

Graduation Rate and Employability

Number of Graduate Students (2008-2009)	Graduation Rate	Employability Rate
0	0.0	

LICENSE PRATICAL NURSE

This program prepares individuals to perform routine nursing-related services to patients in hospitals or long-term care facilities, under the training and supervision of a registered nurse or licensed practical nurse.

CIP Code: 51.1614

Duration: 2 years

Occupational Code		Occupational Code link
29-2061	Licensed Practical and Licensed Vocational Nurses	http://www.onetonline.org/link/summary/29-2061.00

Related costs

Study Costs	Books and Materials	Median Debt / Title IV
\$ 9, 697.00 (subject to change)	\$258.28	\$1,262.70

Graduation Rate and Employability

Number of Graduate Students (2008-2009)	Graduation Rate	Employability Rate

DENTAL ASSISTANTS WITH EXPANDED FUNCTIONS

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

CIP Code: 51.0601

Duration: 2 years

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

Related costs

Study Costs	Books and Materials	Median Debt / Título IV
\$ 9, 697.00 (subject to change)	\$258.28	\$1,262.70

Graduation Rate and Employability

Number of Graduate Students (2008-2009)	Graduation Rate	Employability Rate

ASSOCIATE DEGREE PROGRAM DESCRIPTION

Associate Degree Program in Technology in Architectural Drafting intended to train the student in the preparation of construction plans using the latest computer technology, such as table and AutoCAD drawing, AutoCAD Advanced 3D, Autodesk Revit, line drawing, to-projects, structural design, development models, construction math, reading and interpreting blueprints.

CIP Code: 15.1303

Duration: 3 years

Occupational code		Occupational code link
17-3000	Oficinas de arquitectos, ingenieros, desarrolladores, diseñadores. Auto-empleo en delineación y diseño, técnicos de ingeniería. Delineantes, Técnicos de Ingeniería y Técnicos de Cartografía	http://www.onetonline.org/link/summary/17-3011.00
17-3011	Delineantes de Planos Arquitectónicos	http://www.onetonline.org/link/summary/17-3011.01
17-3010	Delineantes	

Related costs

Study costs	Books and Materials	Median debt / Título IV
\$15,927.00	\$293.25	\$1,494.00

ASSOCIATE ARCHITECTONIC DRAFTSMAN TECHNOLOGY

72 Credits	Credits
General Education Component	15
Professional Educational Component	6
Major Courses	51

General Education Component		15
SPAC 111/115	Spanish (according to the placement test)	3
ENGC 110/115	English (according to the placement test)	3
ENGC 111/116	English (according to the placement test)	3
MATH 120/130	Mathematics (according to the placement test)	3
QYLC 110	Development of Values & Attitudes for the University Life	3

Professional Educational Component		6
MANC 101	Introduction to Business	3
ARTC 101	Art Appreciation	3

Major Courses		51
DRAF 111	Table Drawing I	3
DRAF 111L	Table Drawing I Laboratory	2
DRAF 121	AutoCAD I+ Laboratory	4
DRAF 122	Table Drawing II	3
DRAF 122L	Table Drawing II Laboratory	2
DRAF 231	AutoCAD II	4
DRAF 232	Table Drawing III	3
DRAF 232L	Table Drawing III Laboratory	2
DRAF 223	Methods, Materials, Cost Estimating & Regulations	3
DRAF 235	Reading & Interpretation of Construction Drawings	3
DRAF 240	Introduction to the Technology for Green Building	3
DRAF 241	AutoCAD III 3D	4
DRAF 242	Table Drawing IV & Model	3
DRAF 242L	Table Drawing IV & Model Laboratory	2
DRAF 234	Mechanical & Industrial Delineation	3
DRAF 244	AutoCAD & Revit	4
DRAF 245	Portfolio, Professional Image & Revalidation Review	3

ARCHITECTONIC DRAFTSMAN CERTIFICATE

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

General Education Component		9
ENGC 110	Basic Oral, Reading & Writing in English I	3
MATC 120	Introduction to Algebra	3
QYLC 110	Development of Values & Attitudes for the University Life	3

Professional Educational Component		3
ARTC 101	Art Appreciation	3

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

COMPUTER REPAIR AND NETWORK INSTALLATION CERTIFICATE

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

General Education Component		12
SPAC 111	Reading in Spanish I	3
ENGC 110	Basic Oral, Reading & Writing in English I	3
QYLC 110	Development of Values & Attitudes for the University Life	3
MATC 120	Introduction to Algebra	3

Professional Educational Component		3
MANC 101	Introduction to Business	3

Major Courses		21
CSSC 102	Operative Systems	3
CSSC 103	PC Troubleshooting and Maintenance I	3
CSSC 105	PC Troubleshooting and Maintenance II	3
CSSC 104	Introduction to Networks	3
CSSC 200	Network Hardware Installation and Maintenance	3
COIC 111	Software Applications	3
CSSC 106	Information Security Fundamentals	3

MEDICAL BILLING AND MEDICAL PLANS CERTIFICATE

37 Credits	Credits
General Education Component	12
Professional Educational Component	3
Major Courses	22

General Education Component		12
SPAC 111	Reading in Spanish I	3
ENGC 110	Basic Oral, Reading & Writing in English I	3
QYLC 110	Development of Values & Attitudes for the University Life	3
SPAC 275	Advance Writing in Spanish	3

Professional Educational Component		3
ACCO 111	Basic Accounting	3

Major Courses		22
OFAC 205	Audit invoicing of Health Plans	3
COAP 101	Basic Keyboarding and Introduction to the Processing Information	4
SMEC 112	Medic Terminology	3
CODE 101	Codification	3
HINC 200	Basic billing	3
OFAC 124	Electronic billing	3
SMEC 230	Legal Medical Aspects and Administrative Procedures	2
OFAC 206	Billing and Coding practice	1

GRAPHIC DESIGN & DIGITAL PRODUCTION CERTIFICATE

36 Credits	Credits
General Education Component	9
Professional Educational Component	6
Major Courses	21

General Education Component		9
SPAC 111	Reading in Spanish I	3
ENG 110	Basic Oral, Reading & Writing in English I	3
QYLC 110	Development of Values & Attitudes for the University Life	3

Professional Educational Component		3
ARTC 101	Art Appreciation	3
EMPC 101	Introduction to Entrepreneurship	3

Major Courses		21
WEBC 101	HTML	3
CMMC 110	Digital Photography	3
CMMC 120	Digital Graphic Design	3
CMMC 101	Elements & Comic Language Application	3
CMMC 121	Digital Sound Production	3
CMMC 130	Digital Video Production	3
CMMC 230	Multimedia Production	3

TECHNICAL ASSISTANCE IN CRIMINAL JUSTICE CERTIFICATE

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

General Education Component		12
SPAC 111	Reading in Spanish I	3
ENGC 110	Basic Oral, Reading & Writing in English I	3
QYLC 110	Development of Values & Attitudes for the University Life	3
MATC 120	Introduction to Algebra	3

Professional Educational Component		3
SOST 112	The human being and his social surroundings	3

Major Courses		21
CRIT 103	Introduction to the Criminal Justice System	3
CRIT 203	General Principles of Penal Right & Crime Against the Person	3
CRIT 206	Introduction to the Judicial Procedures	3
PLEC 105	Constitutional Right of Puerto Rico	3
CRIT 320	Criminal Investigation	3
CRIT 331	Police Organization, Administration, Supervision & Information	3
CRIT 415	Evidence, Preparation of the Case & Testimony	3

ENTREPRENEURSHIP CERTIFICATE

36 Credits	Credits
General Education Component	12
Professional Educational Component	12
Major Courses	12

General Education Component		12
SPAC 111	Reading in Spanish I	3
ENGC 110	Basic Oral, Reading & Writing in English I	3
QYLC 110	Development of Values & Attitudes for the University Life	3
MATC 120	Introduction to Algebra	3

Professional Educational Component		12
ACOC 111	Elementary Accounting	3
ACOC 110	Quantitative Aspects of Accounting	3
FINC 204	Personal Finances Planning	3
MARC 133	Fundamentals of Marketing	3

Major Courses		12
MANC 101	Introduction to Business	3
EMPC 101	Introduction to Entrepreneurship	3
EMPC 210	Administrative Theory	3
EMPC 216	Business development and Design	3

HOTEL OPERATION CERTIFICATE

36 Credits	Credits
General Education Component	18
Major Courses	18

General Education Component		18
SPAC 111	Reading in Spanish I	3
ENGC 110	Basic Oral, Reading & Writing in English I	3
ENGC 111	Basic Oral, Reading & Writing in English II	3
QYLC 110	Development of Values & Attitudes for the University Life	3
MATC 120	Introduction to Algebra	3
ENGC 234	Advanced Conversational English	3

Major Courses		18
HOPC 101	Introduction to Hospitality I	3
HOPC 180	Guest Service	3
HOPC 205	Professional Etiquette for the Hospitality Industry	3
HOPC 107	Introduction to Food & Beverage Services	3
HOPC 210	Purchasing & Menu Development	3
TOUR 102	Hospitality Ethics	3

LICENSED PRACTICAL NURSE

36 Credits	Credits
General Education Component	12
Professional Educational Component	8
Major Courses	16

General Education Component		12
SPAC 111	Reading in Spanish I	3
ENG 110	Basic Oral, Reading & Writing in English I	3
QYLC 110	Development of Values & Attitudes for the University Life	3
MATC 120	Introduction to Algebra	3

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

Major Courses		16
NURC 101	Introduction to Nursing	2
NURC 102	Fundamentals of Nursing	3
NURC 102L	Fundamentals of Nursing (Lab)	0
NURC 103	Maternal-Neo & Pediatric Nursing	3
NURC 103L	Maternal-Neo & Pediatric Nursing (Lab)	0
NURC 106	Infirmery & care for the adult and elder	3
NURC 106L	Infirmery & care for the adult and elder (Lab)	0
NURC 107	Taken Care of Patient with Mental Health Problems	3
NURC 107L	Taken Care of Patient with Mental Health Problems (Lab)	0
NURC 110	Seminar in Nursing Practice	2

DENTAL ASSISTANT WITH EXPANDED FUNCTIONS

58 Credits	Credits
General Education Component	9
Professional Educational Component	4
Major Courses	

General Education Component		9
SPAC 111	Reading in Spanish I	3
ENGC 110	Basic Oral, Reading & Writing in English I	3
QYLC 110	Development of Values & Attitudes for the University Life	3

Professional Educational Component		4
HEST 104	Anatomy & Physiology	4
HEST 104L	Anatomy & Physiology (Lab)	0

Major Courses		45
DENT 100	Anatomy of Head & Neck	3
DENT 101	Dental Anatomy & Oral Histology	4
DENT 103	Microbiology	3
DENT 107	Dentalmax Billing	2
DENT 113	Oral Pathology	3
DENT 119	Radiology I	4
DENT 119L	Radiology I (Lab I)	0
DENT 129	Preclinical I	5
DENT 129L	Preclinical I (Lab I)	0
DENT 140	Radiology II	4
DENT 140L	Radiology II (Lab II)	0
DENT 145	Preclinical II	5
DENT 145L	Preclinical II (Lab II)	0
DENT 162	Clinical Seminar	2
DENT 165	Dental Practice Management & Ethics	2
DENT 170	Internal Clinic	4
DENT 180	External Clinic	4

ASSISTANT TEACHER AID IN EARLY EDUCATION

45 Credits	Credits
General Education Component	12
Professional Educational Component	6
Major Courses	27

General Education Component		12
SPAC 115	College Reading and Writing I	3
ENGC 115	College Reading and Writing I	3
QYLC 110	Development of Values & Attitudes for the University Life	3
MATC 103	Basic Course in Mathematics I	3

Professional Educational Component		6
BIOT 252	Life on Planet Earth: Origins, Characteristics & Conditions	3
SOST 113	Analysis of Cultural & Historic Processes	3

Major Courses		27
ECEC 171	Human Growth & Development	3
ECEC 202	Integration of Technology in Education	3
ECEC 204	Nature & Needs of Exceptional Child & Inclusion	3
ECEC 305	Sociological Founds of Education	3
ETEC 173	Introduction to Early Childhood	3
ETEC 200	Game & Arts in Child Development	3
ETEC 201	Family as a Learning Community	3
ETEC 308	Preschool Environment Management	3
ECEC 443	Practice at the Preschool Level for Teacher Assistant	3

LEADER OF RECREATION AND SPORTS PROGRAMS

40 Credits	Credits
General Education Component	9
Major Courses	31

General Education Component		9
SPAC 111	Reading in Spanish I	3
ENGC 110	Basic Oral, Reading & Writing in English I	3
QYLC 110	Development of Values & Attitudes for the University Life	3

Major Courses		31
RSLC 101	The Recreation as a Profession	3
RSLC 102	Legal Aspects of Recreation	3
RSLC 103	Psycho-Social Founds of Sports	3
RSLC 104	Physical Fitness & Physical Efficiency Education	3
RSLC 105	Organization & Development of Recreational Programs	3
RSLC 106	Evaluation of Recreational Programs	3
RSLC 107	Administration of Recreational Programs	3
RSLC 108	Handling Especial Populations	3
RSLC 109	Arbitration in Sports	3
RSLC 110	Practice in the Administration of Sports & Recreation Programs	1
OFAC 023	Technical Report Writing	3

COURSE DESCRIPTIONS

ACOC 110 Quantitative Aspects of Accounting

3 Credits

This course includes the use of the electronic calculator in order for the student to work in the business applications of the following concepts. Use of percent in business, commercial discounts, cash discounts, commissions, profit margin, simple interest, compound interest, present value, discounting commercial loans, payroll register and payroll deductions, inventory and depreciation. One semester. Three hours per week.

ACOC 111 Elementary Accounting I

3 Credits

This course covers the fundamentals of accounting; theory of debit and credit; practice in the handling of accounts; the work sheet and principles of analysis; financial statements; accounting for inventories and problem related to fixed assets; the voucher system; bank reconciliations; payrolls; partnership and corporate accounting; and a brief introduction to cost accounting. Classes will meet three (3) hours weekly. Includes laboratory experiences.

ART 101 Art Appreciation

2 Credits

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

CCNA 101 CISCO Network Associate I

4 Credits

Networking Basics-CCNA 1 introduces Cisco Networking Academy Program students to the networking field. Emphasis in develop basic knowledge and skills on networks terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, routers programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Networking Basics CCNA 1 is the first of the four courses leading to the CISCO Certified Network Associate (CCNA) certification.

CCNA 102 CISCO Network Associate II

4 Credits

The study of routers equipment configuration and basics routing techniques. Skill development on how to configure a router, manage CISCO IOS Software, configure routing protocols, and create access lists controlling access to the router. Emphasis is given to initial router configuration, Routers and Routing Basics-CCNA 2 is the second of four CCNA courses leading to the CISCO Certified Network Associate (CCNA) certification.

CCNA 103 CISCO Network Associate III

4 Credits

The analysis and study of switching basics and intermediate routing concepts. The students will develop skills on IP addressing techniques. Variable Length Subnet Masking (VLSM), command-line interface configuration of switches, Ethernet switching and intermediate routing configuration. Topics relative to intermediate routing protocols (RIP v2, single-area, OSPF, EIGRP), discussed. Switching Basics and Intermediate Routing-CCNA 3 in the third of four courses leading to the CISCO Certified Network Associate (CCNA) certification.

CCNA 104 CISCO Network Associate IV

4 Credits

Study and analysis of Wide Area Networks Technologies, configuration and troubleshooting. Students will acquire intensive skills development on advance IP addressing techniques and knowledge of Network Address Translation (NAT), Port Address Translation (PAT), and DHCP. Topics relative to WAN technology and terminology, PPP, ISDN, DDR, Frame Relay, network management, and introduction to optical networking, are also discussed. WAN technologies-CCNA 4 is the last of four courses leading to the CISCO Certified Network Associate (CCNA) certification.

CMPC 103 Introduction to Criminal Justice

3 Credits

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

COAP 101 Basic Keyboarding I

4 Credits

This course is designed to begin developing writing skills on the computer for students in Office Systems. Students will learn the alphanumeric keyboard, symbols and some commands. The main emphasis will be on mastering techniques to achieve speed and the precision required. The basic skills for text copy, drafts, and documents with statistics and in cursive will be applied. Students will begin using proofreading techniques to revise their work and will use proofreading symbols. The course also develops good working habits, positive attitudes and good interpersonal relationships. One semester, 4 hours weekly.

CODE 101 Codification

3 Credits

This course the student learns to assign numeric or alphanumeric codes to identify medical diagnoses and procedures on patient records. They also study standard code classification manuals. Emphasis is given to the application of coding techniques and medical billing. Prepares the student to work in different areas such as; clinics, medical private offices, dental offices, nursing care facilities, non-profit agencies, hospital finance departments, third-party billing firms and insurance companies. The course is developed through team work, case studies and practice exercises application.

CMMC 101 Elements and Comic Language Application

3 Credits

This course is aimed at understanding and applying the language of comics, with special emphasis on the implementation of new formats that lead to a proper reading experience and enriching. The student will apply innovative theories and based on recent discussions to understand, analyze and evaluate the nature and development of language characters and their different potentials in communications and art. Likewise, these theories will feature creative, journalistic, advertising and education, taking into account contemporary trends and practices of media users.

CMMC 110 Digital Photography

3 Credits

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

CMMC 120 Digital Graphic Design

3 Credits

The course is designed to provide majors in Social Communication on the Web with knowledge of great movements in graphic design. The student knows the fundamentals of graphic design, its rationale and application in the preparation of sketches, brochures, business cards and posters. In addition, it focuses on the need to find the creativity to achieve a greater responsiveness of the public they will spread the message to. It is offered in one semester.

CMMC 121 Digital Sound Production

3 Credits

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

CMMC 130 Digital Video Production

3 Credits

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

CMMC 230 Multimedia Production and Practice Seminar

3 Credits

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

COIC 111 Software Applications for Business Administration

4 Credits

Integration of application programs such as: word processor, spreadsheet, in an advanced atmosphere; basic principles of database and graphic organizers for the productivity of the businesses. It includes the development and extensive presentation of solutions to the businesses. The course is developed by means of discussions of readings, supported critics, investigations and oral presentations in the technology. Prerequisite: COMC 110

CRIT 103 Introduction to Criminal Justice

3 Credits

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

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

3 Credits

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

CRIT 206 Criminal Procedure

3 Credits

This course is a study of the established procedures for the treatment of lawbreakers. Also covered are the criminal procedures to be followed in the investigation, arrest and the corrective measures applied. Attention is also given to civil rights of citizens and important decisions of the Supreme Court.

CRIT 320 Criminal Investigation

3 Credits

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

CRIT 331 Police Organization, Administration, and Supervision

3 Credits

The course focuses on the study and analysis of the history, organization, administration, and supervision of the Puerto State and the Municipal Police Force. It also includes the roles, powers, duties, faculties, and administrative procedures.

CRIT 415 Evidence, Case Preparation, and Testimony

3 Credits

A study of the rules of evidence relating to the criminal process, with emphasis on hearsay and its exception, how to prepare an effective presentation of a criminal case before a court, and how to give oral testimony.

CSSC 102 Operating Systems

3 Credits

The purpose of this course is that students can learn and apply the functions and operating system commands. Emphasizes basic concepts such as initiation of discs, programming language, file management, "backup" and operating systems such as UNIX, DOS, VMS, CPM, MS DOS, OS/2 and others. One semester, 3 hours weekly.

CSSC 103 PC Troubleshooting and Maintenance I

3 Credits

This introductory course teaches how to set up, operate, and maintain a personal computer. Students will gain practical hands-on experience in the following areas; installing software packages, preventive maintenance, diagnostic testing, and peripheral interfacing. The course is offered in a laboratory. One semester, 3 hours weekly.

CSSC 105 PC Troubleshooting and Maintenance II

3 Credits

This introductory course teaches how to set up, operate, and maintain a personal computer. Students will gain practical hands-on experience in the following areas; installing software packages, preventive maintenance, diagnostic testing, and peripheral interfacing. The course is offered in a laboratory. One semester, 3 hours weekly.

CSSC 104 Introduction to Networks

3 Credits

This course is an introduction to the fundamentals, basic concepts, and terminology of networks. Topics include access and use of the Internet, intranet and networking hardware and software. The course is offered in a laboratory. One semester, 3 hours weekly.

CSSC 200 Network Hardware Installation and Maintenance

3 Credits

This course covers the assembly of the components of a network. Students will apply their knowledge in the installation, configuration and troubleshooting in a network. They will learn how to connect buildings using microwave antennae and all the wiring to be used. They will learn about the use of tools for measuring the behavior of a network to identify problems. One semester, 3 hours weekly.

DRAF 011 Drafting I

3 Credits

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

DRAF 021 AutoCAD I

4 Credits

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

Prerequisites: DRAF 022 – DRAF 122

DRAF 022 Drafting II

5 Credits

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

DRAF 023 Construction Methods & Materials

3 Credits

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

DRAF 031 AutoCAD II

4 Credits

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

Prerequisite: DRAF 021 – DRAF 121

DRAF 032 Drafting III**5 Credits**

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

DRAF 033 Cost Estimating – ARPE Regulations**3 Credits**

This course introduces the student to the fundamentals of cost estimating and ARPE regulations. From the drawings the students estimate the portion of cost for the necessary quantity of equipment. Students work with basic cost estimating formulas for the different areas. Three hours per week.

DRAF 041 AutoCAD III**4 Credits**

This course studies the AUTOCAD graphic program. It includes 3D dimension, editing, style, and tolerance, “grip” editing and sectional lines. Seven hours per week with laboratory.

DRAF 042 Drafting IV**5 Credits**

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

DRAF 111 Drafting I**5 Credits**

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

DRAF 121 AutoCAD I**4 Credits**

This is an introductory course of AutoCAD computer aided drafting software. Students learn the advantages and disadvantages of using computer graphics as well as fundamental capabilities of the basic program, including drawing and editing entities (lines, circles), plotting drawings, working with layers, working with text and dimensional drawings.

DRAF 122 Drafting II**5 Credits**

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

DRAF 223 Methods, Materials, Cost Estimating and Regulations

3 Credits

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

DRAF 231 AutoCAD II

4 Credits

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

DRAF 232 Drafting III

5 Credits

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

DRAF 234 Mechanical and Industrial Drafting

4 Credits

This course introduces the students to the fundamentals of industrial and mechanical drawing through the analysis and physical description of objects. It includes topics as assembling drawings, welding drawings, structural drafting, industrial piping (pipeline, plumbing), air conditioning ducts plans and introduction to civil drawing (typography). The student develops the necessary manipulative skills for the creation of plans through the use of the drawing table and instruments.

DRAF 235 Reading and Interpretation of Construction Drawings

3 Credits

This course is scheduled to train students in reading and interpreting construction drawings. The emphasis of the class is for students to acquire tools of understand and interpret a set of construction plans, organize the set of drawings and learn the meaning of symbols, textures and abbreviations. This course will prepare the student to differentiate between general and specific notes, which are an integral part of the construction documents. The course concludes with a final project which where will each student will prepare a sheet set template in AutoCAD.

DRAF 240 Introduction to the technology for green building

3 Credits

A forty five contact hour introductory course to the development of environmentally friendly construction projects. Topics include a historical briefing of sustainable development and the emerging green technologies. Student must develop a brief investigation of the implementation green initiatives in their area or around the world. This is one semester. Course; three hours laboratory class weekly.

DRAF 241 AutoCAD 3D**4 Credits**

This is an advanced course of the AutoCAD program. Students are trained to draw, create and submit drawings in two and three dimensions. Submit levels in different views, using the "layouts". The emphasis of the course is the student to handle tools and commands for the program to make drawings in third dimension, which can be incorporated materials, texture and color. The course concludes with a final project where elaborate drawings in three dimensions to color (renderings).

DRAF 242**5 Credits**

This course prepares the student in the facets of foundations, situation plans and localization, reading topographic maps, and additional topics on surveying transversal and card calculation. The work is done at a drawing table. The class concludes with a final project in which the student draws the localization of a

DRAF 245 Portfolio and Professional Image**3 Credits**

This course enables the student to face the work field. It emphasizes the creation of a professional portfolio that includes the work product of the educational experience and prepares it to market himself before professionals in the construction industry.

DRAF 244 AutoCAD and Revit**4 Credits**

This course introduces the students to the use of the new Autodesk application, Revit Architecture. Using Revit, the student will be able to present, digitally and with motion, a virtual visual representation of the interior spaces of a structure designed by the student. This presentation will include movements as those seen in web virtual tours.

DRAF 250 Seminar – Review for bar test**1 Credit**

This course prepares the student for the architectural drafting bar test. Develops drawing agility and confidence by creating plans, regulated by time, mocking the actual testing dynamic. All drafting course work content will be reviewed.

ECOC 124 Basic Economics for Engineers**3 Credits**

This course is designed to introduce under gradable engineering students to the discipline of economics, in general, and principles of engineering economics in particular. While quantitative tools are used throughout the course, the primary focus of the material is on the fundamentals engineering economics for manufacturing decision-making and project evaluation. Also, this course will present graphical and mathematical treatment of such topics as market equilibrium, elasticity, costs of production, and market structure.

EMPC 101 Introduction to Entrepreneurship**3 Credits**

This course is designed to provide the student an understanding and panoramic vision of the enterprise world. The student will develop analytical skills, while interact with a variety of alternatives in the enterprise race. This includes the establishment, acquisition and development of a business.

EMPC 210 Management Theory

3 Credits

This course examines the principles and functions of the managerial process systematically. Analyzes the role and behavior of human resources in an enterprise and its interrelations. Studies the application of functional planning, organization, direction and control of managerial case studies. One semester. 3 hours weekly. Prerequisite: Mana 101.

EMPC 216 Business creation

3 Credits

Study the process of enterprise creation from its conception or business idea to the development of the business plan. The characteristics of the industrialism, the research opportunities and the resources necessary to run and create business opportunities will be examined. The student will learn how to evaluate the company business plans and strategies for its creation, and aimed the process to achieve success.

ENGC 014 Blueprint literacy in English

3 Credits

This course introduces students to the fundamentals of reading construction plans in English. The emphasis is on the technical vocabulary of construction plans. Three hours per week.

ENGC 115 College Reading and Writing I

3 Credits

Emphasis in strengthening of basic reading comprehension and writing skills. An integrated language arts approach will be used; therefore, specific grammatical skills will also be developed along with oral communication and listening skills. The ability to organize one's thoughts, to express them simply and clearly, and to observe the standards and conventions of language usage will be developed. Short research projects will be developed through the integration of technology (individual, pair, or group work). Classes will meet three (3) hours weekly. Includes lab experiences.

ENGC 115 College Reading and Writing I

3 Credits

Emphasis in strengthening of basic reading comprehension and writing skills. An integrated language arts approach will be used; therefore, specific grammatical skills will also be developed along with oral communication and listening skills. The ability to organize one's thoughts, to express them simply and clearly, and to observe the standards and conventions of language usage will be developed. Short research projects will be developed through the integration of technology (individual, pair, or group work). Classes will meet three (3) hours weekly. Includes lab experiences.

ENGC 140 English Conversational Applied to the Security

3 Credits

Application of skills of oral communication in English. Development of the oral atmosphere expression related to the security through simulated situations. Practice to develop the oral expression and to increase to the fluidity and precision in the conversation.

ENGC 160 Introduction to Engineers Graphics

3 Credits

Includes principles of engineering drawing utilizing manual drafting methods, sketching and computer graphics with an introduction to descriptive geometry. The fundamentals of orthographic projection, auxiliary projections, sectioning, dimensioning and tolerances are presented. Isometric and oblique pictorials methods are covered as well as principles of interpretation of engineering drawings, symbols, types of views, and textural symbols.

ENGC 234 Advanced Conversational English

3 Credits

Extensive practice in the use of academic speaking, listening, communication skills. The course prepares students to master successful communication skills in everyday settings such as the workplace, social events, and problem solving situations. Conversations, role-playing, discussions, and debates, among others, will be used in the classroom. Technology will be integrated to facilitate the development of the activities.

FINC 204 Personal Financial Planning

3 Credits

It studies financial concepts and planning processes. Includes critical analysis and evaluation of personal financial situations to fulfill the decision-making process, considering ethical aspects. It emphasizes in the causes of financial problems, savings and investments. Offer alternatives and strategies to improve life standards and to ease financial compromises. The course is developed through the analysis of cases, researches, and simulations as well as through the creation of a personal investment portfolio. It promotes the use of technology.

FREC 101 First Year French I

3 Credits

The course is an introduction to the basic principles of French. It consists of the grammatical elements of this language, and of basic vocabulary that is very useful for the everyday conversation. The grammatical points as well as vocabulary are presented progressively. They are followed by written and oral exercises. Conversation and reading are Basic in the course. One semester, 3 hours weekly.

HINC 200 Basic Billing with Electronic Billing and Practice

4 Credits

The course focuses the codification of medical services and surgical procedures lent by the ambulatory medical professional and at level of hospital. It includes practices of codification in prospective payments and procedures using the manual "Current Procedural, Terminology" (CEPT) of the American Medical Association, last revision. The course, in addition presents/displays to the student accepted the basic principles of invoicing in Puerto Rico, for medical insurances of health in hospitals for the responsible personnel to invoice the services and to review the information of payment of the insuring companies.

HOPC 101 Introduction to the Hospitality Industry

3 Credits

Examination of the nature, scope, and significance of the most important areas within the international, national and local Travel and Tourism Industry. Historical perspectives as well as current trends and issues that are shaping the industry and career opportunities will also be discussed. Special emphasis will be given to Lodging, Food and Beverage, and the Meeting industries. The course is developed through in-class discussion, situation analysis, and group dynamics. Responsible use of technology will be promoted and oral and written presentation skills will be developed. Pre-requisite: None

HOPC 107 Food & Beverage Operations

3 Credits

Overview of foodservice and beverage operations in the commercial and non-commercial segments. Discussion of the fundamentals of managing these operations to maximize service, efficiency, and productivity. Emphasis is placed on menu theory, production planning and service techniques used to exceed guest expectations. The course is developed through class discussion and teamwork assignments and discussion. The course will use the Internet as a research tool and MS Words for paper and projects. Pre-requisite: None

HOPC 180 Guest Services

3 Credits

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

HOPC 202 Introduction to Event & Convention Planning

3 Credits

Analysis of the conventions, expositions, events and meetings within the hospitality industry. Study of the history, trends, terminology and types of events. Emphasis will be given to the services of the Convention and Visitors Bureaus (CVBs), Convention Centers and the market segments. The course will be developed through the analysis of case studies, readings, presentations, research, field trips to the new Puerto Rico Convention Center and convention hotels. The course will use the Internet among other research tools, email as means of communication and MS Word and Power Point for papers and projects.

MANC 101 Introduction to Business

3 Credits

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

MANA 316 Small Business

3 Credits

This course considers all the documentation needed to establish a business operation. The development of a business plan is discussed. Also, inventory planning and handling are considered as well as the accounting system, financial analysis quality control and the evaluation of the methods for establishing the efficiency and productivity of employees, among others. The marketing of the business as well as of its products and services are fundamental aspects of this course. Prerequisite: MANA 101, MANA 213, MARK 133, ACCO 112.

MARC 133 Fundamentals of Marketing

3 Credits

This course studies marketing as a business function and social process, including problems and policies of manufacturers, wholesalers and retailers in the marketing of goods and services. Studies channels of distribution, unfair competition, functions of sales departments, market research and analysis applied to economic conditions in Puerto Rico. One semester, 3 hours weekly. Prerequisite: MANC 101

MARC 205 Creative Selling

3 Credits

The purpose of this course is to introduce the student to the development of sales strategies. The principles and sales techniques and their applications in business are analyzed thoroughly. The course emphasizes those elements which the salesman should use to convince the customers to buy his products, and the presentation of the characteristics, advantages and uses of the product. One semester, 3 hours weekly. Prerequisite: MARC 133

MARC 206 Consumer Behavior

3 Credits

This course presents insights into consumer behavior and how it developed from other disciplines. Areas relevant to the field, such as: social and cultural influences to consumer behavior, individual influences and choice, the consumer decision process, consumer's environment and consumerism are discussed. Offers practical applications of these concepts to marketing situations. One semester, 3 hours weekly. Prerequisite: MARK 133

MARC 251 Advertising and Promotion

3 Credits

This course introduces the student to the exciting world of advertising and promotion. In it the student will study the advertising process in detail, the advertising systems and methods of the past decades and the present one. Emphasis will be places on the technical aspects of the media and the strategies to be developed. One semester, 3 hours weekly. Prerequisite: MARK 133

MATC 011 Introduction to Mathematics

4 Credits

Fundamental mathematics concepts that include basic operations, fractions, decimals, proportions, percent, fractions, decimals, proportions, percent, units and conversions and basic concepts in geometry. Four hours per week.

MATC 120 Fundamentals of Intermediate Algebra

3 Credits

This course presents the following topics: the set of real numbers, percent, algebraic expressions, linear equations and inequalities, polynomials and basic operations of these. Emphasis on understanding and application skills. The concepts of the course will be developed using technology responsibly, cooperative learning, problem solving and other assessment techniques. One semester, 3 hours a week.

PLEC 103 Legal Investigation

3 Credits

Introduction to the techniques and resources of basic legal investigation. Introductory studies of the use of computers in legal investigation. Primary and secondary sources of legal rights will be examined. The techniques of editing summaries of jurisprudence and memorandum will be studied.

PLEC 105 Constitutional Principles

3 Credits

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

PLEC 107 Fundamentals of Civil Procedure

3 Credits

Introduction to the judicial system of Puerto Rico. Study of the Rules of Civil Procedure from its practical point of view. The development of a civil case with emphasis on the discovery of evidence will be used.

PLEC 205 Introduction to Private Law I

3 Credits

Study of the Civil Code of Puerto Rico and its more important matters: family rights, estate, and inheritance.

PLEC 206 Introduction to Private Law II

3 Credits

The study of the Code of Civil Laws of Puerto Rico in the matters of rights, duties and genuine contracts, and the vindictive damages.

PLEC 301 Aspects of Notary Law and Register Law

3 Credits

Study of notary law, the obligations and responsibilities of the notary. It will familiarize the student with the principles of the Property Law and the Registration Law.

PLEC 311 Professional Responsibility

1 Credit

Analysis of the paralegal role within the system and professional behavior with the lawyer. Study of the Code of Ethics for Lawyers. As a final project the student will develop a code of ethics for the paralegal profession.

PLEC 403 Administration of the Legal Office

2 Credits

This course is designed to prepare the student in the daily management of the office: implantation of procedures, training of personnel, purchases and supplies, accounting, reports, etc. Basic concepts of general administration.

QYLC 110 Development of Values, Attitudes and Adaptation to University Life

3 Credits

Analysis and evaluation of values, attitudes, and prejudices in university life and the world of work. The course studies the effect that our behavior has on others and how it also affects us. Different types of ethical conduct from different philosophical perspectives that allows for the selection of those that give the individual more self-control with emphasis on the university surroundings will be evaluated. Application of concepts through the use of concept map, self-reflection, case studies, role playing, team work, and responsible use of technology will be emphasized.

RSLC 101 The recreation as a profession

3 Credits

Panoramic study of the recreation in society and its implications for the benefit of recreational services. It is explored by means of concepts, assumptions, philosophical, history, and programs of recreational services.

RSLC 102 Legal aspects of recreation

3 Credits

Study of the laws that originate and regulate the governmental recreation in Puerto Rico as conceptual frame to examine the function of the professionals of the recreation evolving like sport Program Managers or technicians. Concepts of handling of risks are examined, legal responsibility of the participant and the professional of the recreation.

RSLC 103 Sports psycho-social foundations

3 Credits

Analysis of the sociological and psychological foundations and their relation with the educative process in the recreation and sports. The social problems that affect the population nowadays and the interrelation between culture and education, change of articles of incorporation and special and diverse education, groups and the relations with the community are examined.

RSLC 104 Medical fitness, Education and Physical Efficiency

3 Credits

Studies of the basic concepts of the physical efficiency and their impact in the health. The basic elements of a physical training conditions are discussed and analyzed as it leaves from the style of life of people and it practices it of recreational sports like average promoting styles of healthful lives. It is offered to the student to develop a systematic program of physical preparation.

RSLC 105 Organization and Development of recreational and sports programs

3 Credits

Study of basic concepts related to the planning and implantation of recreation programs and sports in diverse scenes (governmental, deprived, municipal or of social action.

RSLC 106 Evaluations of Recreational Programs

3 Credits

Study of evaluation concepts and models of evaluation of recreational and sport programs. Development of skills of evolution of programs and sports already established. Creation of a model of pertinent recreation to the reality of the present populations.

RSLC 107 Administration of Recreational Programs

3 Credits

Study of the basic concepts applied to the management of recreational and sport services. One analyzes the functions most common in the administration of recreational and sport programs: to budget, to trade, to finance, organizational structures, handling of facilities, equipment and personnel and handling of risks.

RSLC 108 Handling of Special Populations

3 Credits

Education of the physical education adapted to fill the necessities of special populations (young, prevented and old). It is emphasized in the design of programs for special populations. The seminary of First aid will be offered.

RSLC 109 Arbitration in Sports

3 Credits

To expose to the students to real experiences related to the arbitration of the main sports and development of sport training.

RSLC 110 Practice in Administration of Programs of Recreation and Sports

1 Credit

Allocation of students to agencies or programs of recreation and sports. One exposes the student so that they participate in practical experiences supervised in the administration of programs of recreation and sports.

SMEC 112 Medical Terminology

3 Credits

This course studies the medical terminology used in laboratories, by radiologists, and receipt among others. It also studies the basic elements of medical terminology in the elaboration of words with the used of roots, prefixes, suffixes, and compounds. Definitions and vocabulary related to the health profession is also included.

SMEC 230 Medical, Legal and Ethical Aspects

3 Credits

Study and critical analysis of the referring terms to the laws that govern the medical practice, the privacy, confidentiality, consent. Emphasis in the interpersonal application of the ethics code and relations that must show all the personnel related of the field. The course is developed from the collaborations investigations, works and oral exhibitions.

SOST 112 The Human Being and his social surroundings

3 Credits

This course studies the conceptual and critical analysis of human social environment focusing on the main theoretical approaches and social organization, the integration of social and cultural structures, the social norms and roles, social inequality, and deviant behavior, as well as, the social institutions and their functions. The study of social processes, social interaction, and socialization and their consequences for the individual will be emphasized.

SOST 228 Interpersonal Relations

3 Credits

Philosophical and theoretical study of human and interpersonal relations from the behavioral perspective. Critical analysis and evaluation of human conduct starting with the individual and ending with his/her relationships with others. Emphasis will be on motivational skills, conflict management, decision making, problem solving, and ethical reflections, among others. The course will be carried out through case analysis, research, reflective exercises, group dynamics, and team work. The responsible use of technology will be encouraged.

SPAC 115 Reading, Writing and Oral Communication in Spanish I

3 Credits

Understanding, handling and use of the Spanish language from a communicative approach. Study and analysis of the text written from the dimension of the understanding and the reading process. Analysis and interpretation of the reading from the frame of reference of: vocabulary in context, central idea, secondary idea, relation of ideas, types of language. Construction of the message written from the oration to the paragraph. Practice and handling of the grammar structures relative to the spelling and score. Development of techniques of oral presentation integrating the technology for the expository speech. The course is developed by means of discussions of readings, reflections, critics, investigations, supported writing of tests and oral presentations in the technology. It includes laboratory experiences.

SPAC 275 Advanced Writing in Spanish in Spanish

3 Credits

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

WEBC 101 Web Design I

3 Credits

This course introduces students to building a Web Page and teaches the basis HTML tags needs to add color and graphics, or add links to other Web pages.