



Sistema Universitario Ana G. Méndez  
Universidad Metropolitana

# Technical Studies Catalog

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Academic Year  
2015-2016

## TABLE OF CONTENTS

Chancellor Message .....	2
Statement of Policy.....	3
Our Profile.....	5
History of Universidad Metropolitana .....	5
Vision.....	6
Mission Statement .....	6
UMET’s Core Values:.....	8
Licensures and Accreditations .....	9
Board of Directors and Administration of the Sistema Universitario Ana G. Méndez.....	10
Administration and Staff of Universidad Metropolitana .....	11
School of Technical Studies.....	14
Vision.....	14
Mission .....	14
Objectives.....	14
Administration and Staff.....	15
Faculty.....	15
Admission Requirements .....	17
General Admission .....	17
Eligibility Index .....	17
Admissions Procedures.....	17
Readmitted Students .....	17
Requirements for Readmission.....	18
Procedure for readmissions.....	18
Transfer Students.....	18
Requirements for Transfer.....	18
Procedures for Transfer .....	18
Special Students.....	18
Transitory Students.....	18
Requirements for Special and Transitory Student.....	18
International Students .....	19
Rights Reserved.....	19
Rules and Regulations for Admission and Registration .....	23
Admissions Policy.....	23
Academic Information .....	23

Registration and Other Related Procedures .....	23
Late Registration .....	24
Reallocation of Students .....	24
Official Admission to Classes .....	24
Corrections or Changes in Names and Addresses .....	24
Classifications of Students .....	24
Re-classification of Students .....	25
Special Conditions and Regulations .....	26
Changes in Programs or Schedules .....	26
Withdrawals .....	26
Census .....	27
Leave of Absence (LOA) .....	27
Student Evaluation Procedures .....	28
Grading System .....	28
Incompletes .....	29
Grade Claims .....	30
Grade Point Average .....	30
Grade Reports .....	30
Student’s Records .....	30
Transcripts .....	30
Repetition of Courses .....	30
Financial Aid Warning and Failure to Meet Satisfactory Academic Progress .....	34
Financial Aid Reinstatement .....	35
Veterans and their Beneficiaries Services .....	40
Graduation Requirements .....	41
Graduation .....	41
Degree Granting .....	41
Deceased Students .....	42
Transfer Courses .....	42
Student Right-To-Know and Campus Security Act .....	43
Family Rights and Privacy Act Information Statement .....	43
Family Educational Rights and Privacy Act, 1974, FERPA .....	44
Information Directory .....	44
Student’s Rights under the FERPA LAW .....	45
Administration of the FERPA Law .....	45

Office of the Vice Chancellor of Student Affairs .....	47
Student Affairs .....	47
Professional Guidance and Counseling Programs .....	47
Reasonable Accommodations .....	48
Employment Center .....	48
Student Support Services Program .....	48
Health Services.....	48
Social and Cultural Activities.....	49
Sports Program .....	49
Bookstore .....	49
Student Organizations .....	50
Student Council.....	50
Disciplinary Regulations .....	50
Associate Vice-Chancellor of Scholarships and Internships .....	51
Child Development Center.....	51
Student Financial Aid .....	53
Grant-Scholarship Programs .....	53
Loan Programs .....	53
Work and Study Program.....	54
Institutional Scholarships Programs .....	54
How to Apply for Financial Aid .....	54
Eligibility Requirements .....	55
Tuition, Fees and Related Information .....	56
Tuition and Fees.....	56
Tuition Option Payment Plan (TOPP).....	56
Clear Statement .....	56
Invoices .....	57
Adjustments and Refunds for Active and New Students.....	57
Refund Policy .....	57
Important Note: .....	57
Associate Vice-Chancellor of Retention and students development .....	59
Center for the Evaluation, Diagnosis and Placement of First Year Students .....	59
The First-Year Office .....	59
Year Induction Program .....	59
Philosophy Statement for the First-Year Experience.....	59

Goals .....	60
Orientation and Counseling Program .....	61
Academic Advising Program .....	61
Academic Monitoring System (Early Alert System Program) .....	61
Peer Mentoring Program .....	61
Faculty Mentoring Program .....	61
Parents and Family Program .....	61
Learning Zone (Tutoring Program).....	62
Academic Advising (Upper Division) .....	62
Classification of Instructional Programs (CIP).....	63
Certificate in.....	66
Administration of Recreational and Sports Programs .....	66
Certificate in.....	68
Clinical Therapeutic Massage .....	68
Certificate in.....	70
Computer Programming .....	70
Certificate in.....	72
Computers Repair and Network System Installation .....	72
Certificate in.....	73
Expanded Functions Dental Assistant.....	73
Certificate in.....	75
Billing and Collection of Medical Insurance.....	75
Certificate in.....	77
Practical Nursing .....	77
Certificate in.....	79
Pre School Teachers Assistant .....	79
Certificate in.....	81
Operating Room Technician .....	81
Certificate in.....	82
Pharmacy Technicians.....	82
Course Descriptions .....	84

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

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

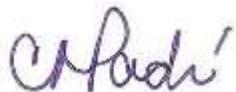
The University reserves the right of admission, readmission or registration for each semester or session, separately.

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

Universidad Metropolitana  
Box 21150  
Río Piedras, P.R. 00928

We hereby certify that this is the current edition of the Institution Catalogue of UMET for the academic years 2015-2016.

August, 2015

A handwritten signature in purple ink, appearing to read 'C. Padín'.

Carlos M. Padín Bibiloni, PhD  
Chancellor  
Universidad Metropolitana

## CHANCELLOR MESSAGE



Welcome to Universidad Metropolitana's (UMET)! Before you begin browsing through our catalog, we would like to tell you a little about the University's historic background.

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

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

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

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

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

A handwritten signature in purple ink that reads "C. Padín".

Carlos M. Padín Bibiloni, PhD  
Chancellor  
Universidad Metropolitana

## **STATEMENT OF POLICY**

The catalog contains the major points of the current agreement between the students and Universidad Metropolitana. 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. Through its academic policies, Universidad Metropolitana ensures students completion of academic programs. The process of closing a program begins with a moratorium that spends over three years prior to final closing. During this period the entire university community and the external community served are informed. Academic offerings are planned according to student's needs to complete program requirements to graduation and final closing of programs. The Associate Vice-chancellorship of Licenses and Accreditation is the unit charged of overseen the implementation of this academic policy.

It is the student's responsibility to know and comply with the instruction 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.

# **UMET's General Information**

## **OUR PROFILE**

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

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

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

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

## **HISTORY OF UNIVERSIDAD METROPOLITANA**

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

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

As part of this ongoing development, the Colegio Universitario Metropolitano was established in the Cupey campus in 1980, and became Universidad Metropolitana in 1985, when UMET began to offer the first Master's Degrees in Business Administration and in Education. The first doctoral degree in Education started in 2004.

## VISION

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

## MISSION STATEMENT

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

### TO FULFILL ITS MISSION, UMET:

- Subscribes to a “flexible admissions policy” in order to serve a diverse student body.  
By “flexible admission” UMET means the availability of total open access to university level education while maintaining more specific and selective admission criteria in some designated academic areas. Admissions policies are nondiscriminatory to any eligible applicant regardless of age, race, color, national origin, religion, gender, marital status, academic or economic disadvantage, or disability.
- Provides its students with innovative undergraduate, graduate, technical and continuing education programs through different learning modalities in the fields of Social Sciences, Humanities and Communications; Nursing and Allied Health Sciences; Education; Business Administration; Environmental Affairs; and, Sciences and Technology.
- Fosters undergraduate and graduate academic and scientific research as a critical element for the creation of knowledge, as well as to promote innovation and economic development.
- Develops local and international internship opportunities; collaborative alliances; student and faculty exchange programs with other prestigious institutions; and, public engagement and community service in order to enrich the student’s learning experience.

- Believes and commits to the enhancement of the “First Year Students' Experience” as a transition period to university life and to provide an optimal, inclusive environment of learning and support at the beginning of students’ life until graduation.
- Provides students the opportunity to develop a world vision and to become members of pluralistic communities by interacting with people with different backgrounds, cultures, ideas and values.
- Delivers and implements comprehensive curricular and co-curricular initiatives to engage the students in knowledge acquisition for personal and professional growth and life-long learning; and, to become engaged citizens, leaders and active contributors to society.
- Recruits, develops, and retains highly sensitive and qualified faculty members, committed to teaching, academic excellence and the diverse needs of our students.
- Develops and implements strategies and support programs geared to enhance student academic achievement to guarantee their persistence, retention and degree completion within a flexible admissions’ policy.
- Implements systematic and ongoing assessment of the learning process in curriculum and co-curriculum, and overall institutional effectiveness in order to provide input for planning and resource allocation in support of the institutional mission.
- Applies the most advanced emerging technologies to enrich the processes of learning, management and student services.
- Fosters an inclusive environment; an atmosphere of academic freedom; intellectual challenge; the necessary resources to enable students’ development of high cultural and ethical values; intellectual curiosity; information literacy; critical thinking; communication skills in English and Spanish; team work; leadership and decision-making skills; scientific and quantitative reasoning; and technological competencies necessary for their successful participation in today’s Global World.
- Implements innovative learning modalities in order to fulfill its educational mission, including classroom-based courses, as well as distance learning delivery systems to expand higher education options in Puerto Rico and abroad.
- Ensures a campus with adequate, attractive physical and ground facilities; and, a safe environment to guarantee an integral sense of belonging, and professional and personal well being.

- Maintains leadership in the field of environmental affairs and resources preservation, and their sustainable development thus helping solve socioeconomic issues, and contributing to Puerto Rico's global competitiveness.

**UMET's Core Values:**

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

## LICENSURES AND ACCREDITATIONS

### LICENSURES

**Puerto Rico Council of Education**

P.O. Box 19900, San Juan, PR 00910-1900

Phone: (787) 724-7100

### REGIONAL ACCREDITATION:

**Middle States Commission on Higher Education**

3624 Market Street, Philadelphia, PA 19104

Phone: (215) 662-5606

**Commission for Independent Education**

Florida Department of Education

2650 Apalachee Parkway Suit A

Tallahassee, Florida 32301

Phone: (850) 245-3200

**International Association for Continuing Education and Training (IACET)**

8405 Greensboro Drive

Suite 800

McLean, VA 22102

Phone: (703)506-3275

### SPECIALIZED ACCREDITATIONS:

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

3343 Peachtree Road NE

Suite 850

Atlanta Georgia 30326

Phone: (404) 975-5000

**Accreditation Council for Business Schools and Programs (ACBSP)**

11520 West 119th Street

Overland Park, Kansas 66213

Phone: (913) 339-9356

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

**BOARD OF DIRECTORS**

*Héctor Jiménez Ramírez, President of the Board*  
*Ramiro Millán, Vice-president of the Board*  
*José F. Méndez, President of Ana G. Méndez University System*  
*Zoraida Fonalledas*  
*Juan R. Melecio*  
*Florabel G. Mullick*  
*Víctor Hernández*  
*Félix R. Schmidt*  
*José F. Méndez, Jr.*  
*René A. León Rodríguez*  
*Rafael A. Nadal Arcelay*

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

*José F. Méndez President*  
*José F. Méndez, Jr. Executive Vice President*  
*Alfonso L. Dávila Silva Vice President for Financial Affairs*  
*Jorge L. Crespo Armáiz Vice President for Planning and Academic Affairs*  
*Mayra Cruz Vice President for Marketing and Student Affairs*  
*Victoria de Jesús Vice President for Human Resources*  
*Ricardo Rodríguez Vice President for Administrative Affairs*  
*Luis J. Zayas Seijo Vice President for National and International Affairs*  
*John Navarro Ferreira Director, Internal Audit*  
*Margarita T. Millán Vice President and General Manager,  
TV Stations WMTJ/WQTO*  
*Migdalia Torres Rivera Chancellor  
Ana G. Méndez Virtual Campus*  
*Carlos M. Padín Chancellor  
Universidad Metropolitana*  
*Dennis Alicea Rodríguez Chancellor  
Universidad del Turabo*  
*Alberto Maldonado Ruiz Chancellor  
Universidad del Este*  
*Luis A. Burgos Chancellor  
Florida Campus*

## Administration and Staff of Universidad Metropolitana

### OFFICE OF THE CHANCELLOR

<i>Carlos M. Padín Bibiloni, PhD</i>	<b>Chancellor</b>
<i>Juan Otero Serrano, PhD</i>	<b>Vice Chancellor</b>
<i>Carmen Rosado León, MBA</i>	<b>Vice Chancellor of Student Affairs</b>
<i>Vacant</i>	<b>Vice Chancellor for Administrative Affairs</b>
<i>Carlos Fuentes, BA</i>	<b>Vice Chancellor of Information Resources</b>
<i>Francisco Caballero, Eng</i>	<b>Manager of Physical Facilities</b>
<i>Gladys Cora, MA</i>	<b>Vice Chancellor for External Resources</b>
<i>Belissa Aquino, BA</i>	<b>Assistant Vice Chancellor for Institutional Development and Alumni Affairs</b>
<i>Yvonne Guadalupe, MA</i>	<b>Director of Public Relations</b>
<i>Guillermo Vázquez, PhD</i>	<b>Director of the University Center of Bayamon</b>
<i>Irma del Pilar Cruz, JD</i>	<b>Director of the University Center of Jayuya</b>
<i>Luis A. Ruiz, MA</i>	<b>Director of the University Center of Aguadilla</b>
<i>Lorna Martínez, MA</i>	<b>Executive Director School of Continuing Education</b>

### OFFICE OF THE VICE CHANCELLOR

<i>Juan Otero Serrano, PhD</i>	<b>Vice Chancellor</b>
<i>Gregorio Villegas Cobián, PhD (ABD)</i>	<b>Associate Vice Chancellor for Administrative Affairs</b>
<i>Alma M. Resto, MBA</i>	<b>Acting Associate Vice Chancellor for Licensing and Accreditation</b>
<i>Awilda Pérez, MBA</i>	<b>Associate Vice Chancellor for Student Retention and Development</b>
<i>Elizabeth Cancel, MBA</i>	<b>Associate Vice Chancellor Evening and Weekend Services</b>
<i>Carmen M. Luna, EdD</i>	<b>Assistant Vice Chancellor of Student and Institutional Assessment</b>
<i>Teresita Ibarra, PhD</i>	<b>Acting Dean of the School of Business</b>
<i>Teresita Ibarra, PhD</i>	<b>Associate Dean, School of Business</b>
<i>María C. Ortiz, MA</i>	<b>Dean of the School of Environmental Affairs</b>
<i>Karen González, PhD</i>	<b>Dean of the School of Science and Technology</b>
<i>Nadia Fernández, PhD</i>	<b>Associate Dean, School of Science and Technology</b>
<i>Lourdes Maldonado, EdD</i>	<b>Dean of the School of Health Science</b>
<i>Mayra Figueroa, EdD</i>	<b>Associate Dean of the School of Health Science</b>
<i>Luis Mojica, EdD</i>	<b>Dean of the School of Education</b>
<i>Mariwilda Padilla, EdD</i>	<b>Associate Dean, Graduate Program of Education</b>
<i>Barbara Ponce, MEd</i>	<b>Associate Dean, Undergraduate Program of Education</b>
<i>Mariveliz Cabán, PhD</i>	<b>Acting Dean of the School of Social Sciences, Humanities and Communication</b>

*Roxanna Domenech, PhD*  
*Mariveliz Cabán, PhD*

***Associate Dean of the Department of Humanities***  
***Associate Dean of the Department of Social Sciences***

*Sugelenia Cotto, MBA*  
*Laura Aponte, MBA*

***Associate Dean, Department of Communications***  
***Dean of School of Technical Studies***

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

*Mildred Rivera Cordero, MBA*  
*Melissa Guilliani, MPA*  
*Vacant*

***Dean School of Professional Studies***  
***Associate Dean, School of Professional Studies***  
***Associate Dean in Academic Affairs***

**SCHOOL OF CONTINUING EDUCATION**

*Lorna Martínez, MA*

***Executive Director***

# **School of Technical Studies General Information**

## **SCHOOL OF TECHNICAL STUDIES**

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

### **Vision**

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

### **Mission**

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

### **Objectives**

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

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

## **Administration and Staff**

Laura E. Aponte Hernández– Dean

Jacqueline Figueroa -Academic Coordinator

Mirtya Pagán Pérez – Integrated Student Services Coordinator

Jesús M. Ramos Cabán- Integrated Student Services Coordinator-Aguadilla

Vanessa Castañer Colón - Integrated Student Services Coordinator- Jayuya

Mirtha Díaz Paulino - Integrated Students' Services Coordinator-Bayamón

Zuleika Quiñones Martínez – Academic Advisor

Patricia Ostolaza Galarza – Dental Program Coordinator

Jelmarie Guzmán González - Administrative Assistant

## **Faculty**

NILDA RIVERA QUIÑONES

Professor

ED.D, Interamerican University of Puerto Rico

# General Information

## ADMISSION REQUIREMENTS

### General Admission

The following are the general admission requirements:

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

### Eligibility Index

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

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

### Admissions Procedures

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

### Readmitted Students

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

### **Requirements for Readmission**

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

### **Procedure for readmissions**

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

### **Transfer Students**

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

### **Requirements for Transfer**

- Passing grades in at least twelve credits from an accredited post-secondary institution.
- Cumulative grade point average equivalent to the retention index.
- A letter of recommendation from the Dean of Student Affairs of the last institution where the applicant studied.
- Comply with the admission requirements for transfer as established by his/her program of choice.
- Compliance with all Universidad Metropolitana's by-laws, rules and regulations.

### **Procedures for Transfer**

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

### **Special Students**

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

### **Transitory Students**

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

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

- Fill out a Special Student application form.

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

### **International Students**

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

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

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

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

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

### **Rights Reserved**

***The Universidad Metropolitana 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**

## **Eligibility Requirements for Financial Assistance Program**

To continue receiving financial assistance, student eligibility will be determined by the progress scales in credits and grade point average according to the student's amount of attempted and cumulative credits during the academic terms in which he/she is enrolled.

The benefits of the economic assistance programs will have a time limit that will not exceed 150% of the total of the required credits per program.

The student will be evaluated at the end of each semester to determine his/her eligibility for economic assistance programs. The student has a right to appeal the institutional determination regarding his/her status if he/she 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 impeded him/her of obtaining satisfactory academic progress as established by the Institution.

## **Graduation Requirements**

Students at UMET are eligible to receive their certificates after the completion of the following requirements:

1. The candidacy application form, completed by the date established in the academic calendar.
2. The prescribed number of credits hours with a grade point average of 2.00 or more.
3. Graduation applicants must have satisfied all their financial obligations to the Institution.
4. Graduation applicants must submit themselves to the rules and graduation requirements in the catalogue of the year they expect to graduate.

## **Academic Programs**

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

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

## **I. Academic Programs**

### **A. Purpose**

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

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

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

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

### **B. Regulation Basis**

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

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

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

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

### **Admissions Policy**

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

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

### **Academic Information**

#### **Registration and Other Related Procedures**

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

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.

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

### **Late Registration**

Late registration will be held after official classes begin, in the period determined for late registration. Students who did not attend early registration or who failed to attend registration on the date assigned may register during the late registration period, provided there is space in the sections they select. 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.

### **Reallocation of Students**

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

### **Official Admission to Classes**

At the beginning of the semester or part-of-term each student should present his official registered class schedule to each of his professors.

Students should attend classes and/or sections where they are enrolled and professors should admit in 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 and through the portal MiUmet. 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 have a load of twelve or more credit hours per semester in a program leading to a certificate.

2. **Quarter Students**-those who have fulfilled the admission requirements of the Institution and have a load of eleven to nine credit hours per semester in a program leading to a certificate.
3. **Half-time Students**- those who have fulfilled the admission requirements of the institution and have a load of eight to six credit hours per semester in a program leading to a certificate.
4. **Less than Half-time Students** – those who have fulfilled the admission requirements of the Institution and have a load of five or less credit hours per semester in a program leading to a certificate.

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

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

**C. By type of admission**

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

**Re-classification of Students**

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

- When the student reclassifies, the credits approved, which are part of the sequential curriculum of the new major, will be considered under The Satisfactory Academic Norm.

### **Special Conditions and Regulations**

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

### **Changes in Programs or Schedules**

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

### **Withdrawals**

- Partial or total withdrawals are allowed during a regular semester, part-of-term, or summer session as specified in the academic calendar.
- The deadline for voluntary total withdrawals will be included in the semester or part-of-term academic calendar of classes in the semester or summer session, before the final examinations begin.
- The institution reserves the right to require a student to withdrawal from any course or from the Institution, for any of the following reasons:
  - a. Possibility of hazard to the health of the student or that of other students, if attendance was continued.
  - b. Refusal to obey regulations or serious misconduct on the part of the student.

### **Types of Withdrawals:**

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

### **Census**

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

Regular attendance and participation in class discussion and activities is expected. It will enhance and enrich the experience for the entire class. If the student expects to miss class for any reason it is the student's responsibility to notify the professor by email or telephone prior to class. Professors are not required to allow students to make up work. Students are responsible for all material covered during the course, regardless of whether they are present in class. Thus, attendance is strongly recommended to better facilitate student achievement of academic goals.

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

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

- Medical justifications.

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

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

### **Student Evaluation Procedures**

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

### **Grading System**

The unit of measure for determining the course value is the credit, which is equivalent to three-hour of classroom work per week during a given semester or part-of-term or two and a half hours of class per week during a summer session.

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

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

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

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

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

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

<b>W</b>	Withdrawal
<b>WN</b>	Withdrawal No Show (no grade points)
<b>WF</b>	Student leaving the course at any time of the semester or academic term, without filing official withdrawal, and has no academic criteria to award a grade or qualification.
<b>IB, IC, ID, IF</b>	Incomplete work. Student absent from final examination or failed to complete and turn in final work assignment, but must have complied with all the partial requirements of the course.
<b>P</b>	Pass
<b>IP</b>	Course in progress
<b>NP</b>	Non passed
<b>I or E</b>	Repeated Course, reflected in the transcript as included or excluded for grade point average
<b>T</b>	Transfer course
<b>AU</b>	Audit Course

### **Incompletes**

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

- If his absence from a final examination can be justified
- If the student has complied with all partial requirements of the course during the semester or part-of-term.

In order to remove an Incomplete the student should take the corresponding final examination or work requirement within the first 20 days of the subsequent semester or summer session.

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

In the case of 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 Claims**

The student has a month before the next semester ends after obtaining the grade in which to submit a claim of the grade.

### **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 UMET 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 part of term or sessions through MiUmet, students on line services.

### **Student's Records**

The Office of the Registrar has custody of all student's 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.

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 **45** days after making the request.

### **Repetition of Courses**

The Repetition of Courses Policy establishes:

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

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

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

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

## **Academic Year**

The academic year consists:

- 1 semester August to December = 15 to 16 (Fall)
- 1 semester January to May = 15 a 16 week (Spring)
- June and July (Summer) = 10 weeks

## **Satisfactory Academic Progress (SAP) Policy**

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

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

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

## **Maintaining Satisfactory Academic Progress**

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

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

To maintain good standing, students must comply with the following:

**Qualitative component** – the Institution establishes specific minimum GPA requirements by program level (i.e., certificate, associate, bachelor, master and doctorate). For most programs, the minimum GPA increases as credits attempted increase. Students enrolled in a program of more than two academic years must have a GPA of at least a "C" or its equivalent, or have academic standing consistent with the Institution's requirements for graduation at the end of the student's second academic year. Regardless of the student's enrollment status, (i.e., full time-time, half- time, etc.), federal regulations consider that a student is at the end of his/her second academic year after two academic years of attendance (i.e., four semesters). Refer to

Appendix A, Satisfactory Academic Progress Tables, for the qualitative components per program level.

**Quantitative component –**

- The Institution uses a graduated completion percentage by program level. The student must earn the minimum percentage of attempted credits depending on the program level and academic year in which the student is enrolled.
- All credits attempted and earned, including transfer credits that count towards the program of study of the student, are considered in the calculation.
- The student must complete the program within 150% of the length of the program of study to be eligible for Title IV funds. For example, students in a bachelor's degree program must complete 120 credits and may attempt up to 180 credits ( $150\% \times 120 = 60$ ;  $60 + 120 = 180$ ).

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

**Changes in Status**

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

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

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

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

- **Course Repetitions** - Federal regulations limit repetition of courses that can be paid with Title IV financial aid funds. Generally, failed courses may be repeated until passed and courses that you have passed can be repeated only once. Please check with the Financial Aid Office if you are not sure whether a course can be repeated with financial aid. If a student repeats a course, only the highest grade earned will be included in the student's cumulative GPA. However, each attempt at the course will count as credits attempted.

- **Withdrawals** - If a student withdraws from a course, the credits for the course count toward the determination of credit hours attempted but will not be considered in the cumulative GPA.
- **Incomplete Courses** - If a student has an incomplete in a course, the credits for the course count towards the determination of credit hours attempted. The course will not be considered in the cumulative GPA until a grade is assigned.
- **Transfer Credits** - If a student transfers in credits from another institution, the accepted credits for the courses count toward the determination of credit hours attempted and earned, but will not be considered in the cumulative GPA. Only those transfer credits that apply to the student's program of enrollment at the Institution will count as credits attempted and earned. Refer to the Institution's catalog for requirements on accepted transfer credits from another institution.

### **Remedial and Developmental Courses**

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

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

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

*The student must meet SAP as of the next evaluation point (by the end of the next semester attended) in order to receive financial aid in future terms.* Students who did not meet SAP as of the next evaluation point become ineligible for federal financial aid funds and may continue their studies at the Institution at their own cost. If the student believes there are extenuating circumstances associated with the student's inability to meet SAP, he/she may appeal his/her termination status to the Appeals Committee. See section titled Financial Aid Ineligibility and Appeal Procedures below.

### **Scholarship and Grant Recipients**

Other scholarship and grant programs may not allow for a financial aid warning semester. In these cases, failure to meet SAP in any given term may result in the termination of scholarship

or grant funds. Please refer to your scholarship or grant information materials or contact the Financial Aid Office at 787- 766-1717 extension 6587.

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

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

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

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

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

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

In order for the appeal to be considered, the student must submit the SAP appeal documentation to the Institution's Professional Counselor, who will submit the documentation to the Appeals Committee. The Appeals Committee will evaluate the merits of the appeal by reviewing the documentation submitted as well as the student's previous academic performance at the Institution. The Appeals Committee may request additional information or documentation, as needed. The Vice Chancellor for Student Affairs will notify the student in writing, through e-mail, the determination made by the Appeals Committee.

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

### **Financial Aid Reinstatement**

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

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

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

**Appendix A**  
**Satisfactory Academic Progress Tables**

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

<b>Associate’s Degree Programs</b>		
Credits Attempted	% of Credits Earned	GPA
1 – 28	57%	1.70
29 – 56	62%	1.85
57 +	67%	2.00

<b>Bachelor’s Degree Programs</b>		
Credits Attempted	% of Credits Earned	GPA
1 – 30	55%	1.70
31 – 60	60%	1.85
61 – 90	64%	2.00
91 +	67%	2.00

<b>Teacher Preparation Bachelor’s Degree Program</b>		
Credits Attempted	% of Credits Earned	GPA
1 – 30	55%	2.50
31 – 60	60%	2.60
61 – 90	64%	2.70
91 +	67%	2.80

<b>Graduate Degree Programs (Masters and Doctorates)</b>		
Credits Attempted	% of Credits Earned	GPA
1 – 18	55%	3.00
19 – 36	60%	3.00
37 +	67%	3.00

<b>Post Graduate Certificate Programs</b>		
Credits Attempted	% of Credits Earned	GPA
1 – 18	55%	3.00
19 – 36	60%	3.00
37 +	67%	3.00

# Veterans Beneficiaries

## 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.

This institution is ruled by the principles of excellence.

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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. Al culminar el grado debe tener el índice de graduación establecido en el programa al cual está clasificado. 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.

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

La administración de veteranos no pagara cursos para subir promedio, solo pagara aquellos cursos que hayan fracasado (F) dado de baja (W), o baja por no asistencia (NP), o que la calificación obtenida sea menor a la requerida por la escuela para aprobar el curso.

El Departamento de Veteranos no permite la duplicidad de pago. Aquellos estudiantes que tenga el Beneficio de Gi Bill y Tuition Assistance deberá identificarlo por escrito al Oficial de Veteranos los cursos que serán certificado por cada beneficio.

## **Graduation Requirements**

The student usually graduates from the Universidad Metropolitana 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 certificate. 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.

### **Graduation**

**The requirements for the evaluation are:**

1. Having requested graduation and/or be a possible candidate. The student may request graduation in summer, December or May.
2. Having passed all the academic requirements of the School; according to those established for the major of which the student aims to obtain the Certificate.
3. Having completed the number of credit-hours and required courses by the school to which the student belongs to his/her study program
4. They must have satisfactorily completed the prescribed number of credits with a grade point average of 2.00 (C) or higher or as required in their program of studies.
5. Honors
  - The honors for the Certificates is:  
4.00 high honor
6. The candidate for graduation must have satisfied their financial commitments with the institution. Also having completed all the documentation required by the Admissions Office in their academic record.
7. The candidates will be ruled by the current graduation requirements at the time applying for graduation.

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

### **Degree Granting**

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

### **Deceased Students**

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

### **Transfer Courses**

The process of validation of courses apply to students who are admitted by transfer or new students with credits that can be validated. The means of validation are:

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

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

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

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

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

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

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

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

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

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

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

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

- Section 103 covers disclosures about the graduation or completion rate and other postsecondary outcomes of all 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.

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

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

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

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

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

### **Family Educational Rights and Privacy Act, 1974, FERPA.**

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

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

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

### **Information Directory**

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

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

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

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

- c. I do not authorize the institution to provide information on the categories of the information directory.

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

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

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

#### **Administration of the FERPA Law**

The Office of the Registrar is responsible for the administration and application of the FERPA Law. The Registrar is responsible for ensuring that compliance as stipulated in the law. The Registrar, the Academic Vice Chancellor and the Vice Chancellor for Student Affairs will attend any claim in this regard.

# Vice Chancellorship of Student Affairs

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

### **Student Affairs**

The Vice Chancellory for Students Affairs offers a variety of services that promote an integral student development. The student services reflect the University commitment to its mission, to provide integrated and student centered services towards the achievement of their academic goals. The student services are offered by responsible and committed professionals.

The following offices and programs provide students services:

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

### **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 a pro-active stance in the delivery services. The services includes: individual and group personal counseling, career counseling and crisis intervention, enhancement of leadership skills, follow up, referrals and others. These services are provided by licensed Professional Counselors. Besides, psychological services are provide to promote psychological well being of students.

**Reasonable Accommodations**

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

**Employment Center**

Provide guidance and related activities to be successful in seeking and obtaining employment. Participants receive market information and refer for jobs opportunities, facilitating the transition to work.

**Student Support Services Program**

The Student Support Services Program at Universidad Metropolitana provide an integrated gamma of academic and counseling services to over 400 UMET 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 include medical clinic sessions as well as personal health care education.

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

The Off-campus sites not have medical services, but there are collaborative agreements with nearby hospitals to provide services in the event of an emergency.

## **Social and Cultural Activities**

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

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

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

## **Sports Program**

The Athletic program is geared to the promotion and active participation of 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 Sports Complex provides to the students and community recreational and athletic activities to promote physical well being such as: swimming lessons, aerobics, athletic therapy and gym membership. The institution has a bus that provides free transportation to and from Main Campus and the Complex for the university community.

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

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

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

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

## **Bookstore**

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

### **Student Organizations**

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

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

All student's activities and organizations must be governed by the Student Regulations and other institution's standards. Failure to comply with existing rules and regulations will incur in disciplinary measures and/ or other penalties, accordingly.

### **Student Council**

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

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

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

### **Disciplinary Regulations**

Metropolitan's Administrative Council has approved the Students Regulations which include the disciplinary regulations. The students at Universidad Metropolitana are expected to honor, obey and respect these regulations. These principles, rules and regulations are clearly stated in the Institutions by - laws, the Academic Student Handbook, and in the other regular or periodic publications of the Administration.

#### **Important Note:**

***Due to the importance of the Disciplinary Regulations each student is required to commit himself to read and become familiar with the Student's Handbook, Student's Regulations, and academic norms and Administrative procedures. These documents are available at the institution web site: [www.suagm.edu/UMET](http://www.suagm.edu/UMET) under the heading student services and student life.***

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

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

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

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

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

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

## **CHILD DEVELOPMENT CENTER**

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

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

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

# Student Financial Aid

## **STUDENT FINANCIAL AID**

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

Our Student Financial Aid Program operates under the basic principle that the primary responsibility of financing higher education 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 2014-2015 the maximum annual award is \$5,730 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.

#### **State Funds**

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 or by students in a graduate program. The interest rate is fixed, with a cap of 9%. Repayment begins 60 days after the First Disbursement.

### **Work and Study Program**

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

A program, that requires the student work a maximum of 80 hours per semester. The student is paid a competitive wage and is able to gain experience in his area of study.

### **Institutional Scholarships Programs**

#### **Athletic Scholarship**

This program is available to students who have athletic performance. The Athletic Scholarship Committee studies the candidates recommended by the coaches and determine the 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 UMET. Candidates will be evaluated based on High School GPA and CEEB scores.

Its objectives are:

- Identify those academically talented students motivated into pursuing an Associate or Bachelor’s degree, and who show economic need.
- Facilitate academically talented youngsters who show economic need, access to a high quality university education.
- 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](http://www.fafsa.ed.gov). The amount of financial aid may vary each year according to your need, the type of aid you are eligible, your academic performance and available funding.

## **Eligibility Requirements**

In order to meet the eligibility requirements, students must:

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

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

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

## TUITION, FEES AND RELATED INFORMATION

### Tuition and Fees

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

Average Annual Tuition and Fees     \$5,304

Costs are estimated and are subject to change.

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

Certificate Programs             \$ 181.00

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

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

Please note that in attending any university, students will have to allow for other expenses, such as books and supplies, transportation, meals and other personal needs. A variety of financial aid packages are available.

Tuition, fees and service charges must be paid in full during registration or at the time that the services are requested by the student. Payments can be made in cash, or by certified or manager's checks, money orders, or credit cards such as American Express, Visa or Master Card. Receipts for all transactions must be retained, and presented with any claim or adjustment requested. The Bursar's Office will not accept claims without receipts.

### Tuition Option Payment Plan (TOPP)

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

The TOPP will only allow a due balance of \$150.00 that may be paid through a SUAGM's payment plan.

### Clear Statement

Students with a balance of an outstanding debt will not be allowed to enroll the following semester and will not be able to get access their grades.

## **Invoices**

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

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

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

### **Refund Policy**

#### **A. Total Withdrawal**

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

#### **B. Mid-Point**

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

#### **C. Partial Withdrawal**

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

#### **D. Non- Attendance**

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

#### **Important Note:**

The Sistema Universitario Ana G. Méndez reserved the right to review the tuitions and fees. It is the student's responsibility to know stay informed about charges, fees, schedules, courses, requirements for degrees, tuition and policies of the Bursar's Office by visiting the webpages [www.suaqm.edu/UMET](http://www.suaqm.edu/UMET) .

**Associate Vice-Chancellor for Retention &  
Student Development**

## **ASSOCIATE VICE-CHANCELLOR OF RETENTION AND STUDENTS DEVELOPMENT**

The Associate Vice-Chancellor for Retention & Student Development office, develops, promotes and facilitates adjustment to university life all the way through the transition of the students up to becoming graduation candidates. This office fosters interaction among students, faculty and staff to provide the academic and personal support necessary for students to complete degree requirements. The following services are provided.

### **Center for the Evaluation, Diagnosis and Placement of First Year Students**

The Center gathers information about the skills of the students at the beginning of their academic experience. A placement test in Mathematics, English and Spanish is administered to incoming students that have not taken the College Board Test. The results are utilized in three ways: first, it helps place students in the appropriate course level. Second, it identifies students who require certain developmental skills in languages. Finally, it identifies students who do not possess an adequate threshold in the language and must enroll in an immersion course.

### **The First-Year Office**

The First-Year Office provides a comprehensive introduction to the academic and social environment with a focus on the success and retention of all first-year students. It also provides a wide range of services including orientation and counseling, academic advising, follow-up in the classroom (Early Alert System), enrollment according to the placement of the student, welcoming new students and academic orientation, application of satisfactory academic progress standards, academic evaluations and study plans.

### **Year Induction Program**

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

### **Philosophy Statement for the First-Year Experience**

*"UMET establishes that The First-Year Students' Experience is a transition period to university life geared to help students in their intellectual growth and personal development. Provided an, optimal, inclusive environment of learning and support at the beginning of students' life until graduation, students will acquire knowledge, develop social skills, attitudes and a world vision essential for academic and personal success. They will become life-long learners, leaders and responsible citizens."*

## Goals

The Philosophy statement of First-Year Experience commits UMET to:

1. Establish planned organizational structures, leadership and resource allocation to support the students' first-year experience.
2. Provide planned services, based in first-year institutional policies and practices, geared to help students in their transition to university life and to help them fulfill their personal and professional goals.
3. Deliver and implement planned comprehensive curricular and co-curricular initiatives to engage the students in clarification of goals; knowledge acquisition for personal growth; life-long learning; understanding their role and responsibility as university students; learning to become engaged citizens and active contributors to society; and developing their skills for professional and personal success.
4. Foster a culture of faculty responsibility for the First-Year that is accomplished through professional qualification, high-quality instruction and substantial interaction between students and faculty inside and outside of the classroom; nurtured by administrators and staff personnel; and supported by the institution's rewards' system.
5. Establish a systematic process to anticipate, diagnose and address the diversity of first-year students' needs in order to provide the services accordingly.
6. Ensure a campus environment that is inclusive; safe for all students, and that helps them develop an integral sense of belonging, and professional and personal wellness.
7. Provide students the opportunity to develop a world vision and to become members of pluralistic communities by experiencing the interaction with people with different backgrounds, culture, ideas and values; and the study of their own culture and those of others.
8. Establish an ongoing assessment process of personal and academic achievement of students as a strategy to guarantee student persistence and degree completion.
9. Conduct assessment and maintain association with other FOE certified institutions and relevant academic and non-academic organizations in order to achieve ongoing first-year improvement

## **Orientation and Counseling Program**

The Professional Orientation and Counseling Program provide students with the experiences for academic, personal and vocational/occupational development. Professional Counseling is offered on an individual or group basis and facilitates student adjustment to the University environment.

## **Academic Advising Program**

The Academic Advising Program is a core component and is set up as the most comprehensive strategy to support students in achieving academic success. Advisors provide an early, continuous, and intensive students' follow-up in order to address all matters of an academic nature.

## **Academic Monitoring System (Early Alert System Program)**

The purpose of the Early Alert System Program is to identify and reach out to students who are experiencing absences in the classroom or academic, learning, behavioral, or personal concerns. The faculty teaching First-Year courses refer students with these difficulties to Professional Counselors and Academic Advisors. The Early Alert System Program is a collaborative effort that enhances academic success and student persistence.

## **Peer Mentoring Program**

The Peer Mentor Program plays an integral role in the First-Year Induction Seminar by recruiting highly-skilled undergraduate students to mentor incoming students to the University. They serve as a mentor to students enrolled in the First-Year Induction Seminar by helping them with the transition from high school to university life. In addition to providing support, mentors are also bridge-builders between their first-year mentees and the student service departments across campus.

## **Faculty Mentoring Program**

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

## **Parents and Family Program**

The Parents and Family Program at UMET provides communication between the University and parents of our students in order to support student success, generate goodwill for the University, and promote an appropriate role for parents within the campus community. The Parent and Family Program, in collaboration with offices and departments throughout the

campus, works with parents to help them understand the student experience, support student learning, and empower students to take personal responsibility for their social and academic choices.

### **Learning Zone (Tutoring Program)**

The Tutoring Program is a component of a student support in order to help students be more successful. Through one on one, groups and online tutoring, the student is aided in understanding a concept, clear any doubts from class, and go over techniques needed to complete assignments. During a tutoring session the student works at his or her own pace, style, and sets the level of the lesson. To accomplish this, the tutors task themselves with knowing how to stimulate the students according to their needs through use of various resources, tools, and teaching strategies. This service is available free of charge.

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

The Academic Advising Program at UMET is provided by both professional advisers and faculty advisers. We recognize that quality academic advising is integral to the academic development and well-being of students. Quality academic advising includes both the prescriptive elements of advising such as: assisting with course selection, maintaining curriculum checklists, and tracking degree progress. In the developmental aspects of advising are: major and career decision making, integration in campus and academic cultures, assistance with and referrals surrounding issues affecting a student's academic success.

**UMET Non-Degree Academic Offer**  
**CLASSIFICATION OF INSTRUCTIONAL PROGRAMS (CIP)**

## SCHOOL OF TECHNICAL STUDIES

PROGRAMS	CREDITS	CIP-CODE	CLOCK HOURS	LENGTH OF PROGRAM <sup>1</sup>
Certificate in Computer Programming	54	11.0201	900	60
Certificate in Expanded Functions Dental Assistant	58	51.0601	1485	60
Certificate in Pre-School Teacher Assistant	60	13.1501	955	60
Certificate in Billing and Collection of Medical Insurance	57	52.0407	955	60
Certificate in Practical Nursing	46	51.3818	1140	60
Certificate in Pharmacy Technician	54	51.0805	1810	75
Certificate in Administration of Recreational and Sports Programs	54	31.0504	900	60
Certificate in Clinical Therapeutic Massage	56	51.3501	1140	60
Certificate in Computer Repair And Network Installations	42	47.0104	645	45
Certificate in Operating Room Technician	47	51.0909	1110	60

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<sup>1</sup> Weeks

# Technical Certificates

**CERTIFICATE IN  
ADMINISTRATION OF RECREATIONAL AND SPORTS PROGRAMS**

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

<b>CURRICULUM (54 credits-900 hours)</b>			
<b>CODE</b>	<b>DESCRIPTION</b>	<b>CR</b>	<b>HOURS</b>
<b>FIRST SEMESTER</b>			
ENMT 101	Introduction to Entrepreneurship	3	45
FYIT 101	First Year Induction Seminar	3	45
CRET 100	Recreation as a Profession	3	45
CRET 101	Legal Aspects of Recreation	3	45
CRET 102	Informatics, Recreation and Sports	3	45
<b>SECOND SEMESTER</b>			
COMT 1101	Computer Literacy	3	45
CRET 103	Scientific Fundamentals in Sports	3	45
CRET 104	Health, Fitness Efficiency and Sports	3	45
CRET 105	Recreation Program Planning	3	45
CRET 107	Human Growth and Development	3	45
<b>THIRD SEMESTER</b>			
CRET 106	Introduction to Sport Management	3	45
CRET 108	Planning Recreational Programs	3	45
CRET 109	Writing Recreational Reports	3	45
CRET 111	Arbitration in Sports	3	45
CRET 115	Therapeutic Recreation	3	45
<b>FOUR SEMESTER</b>			

CRET 117	Evaluating Recreational Programs	3	45
CRET 120	Handling of Special Populations	3	45
CRET 150	Integration Seminar	3	45

## CERTIFICATE IN CLINICAL THERAPEUTIC MASSAGE

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

<b>CURRICULUM</b>		<b>(56 credits- 1,140 hours)</b>	
<b>CODE</b>	<b>DESCRIPTION</b>	<b>CR</b>	<b>HOURS</b>
<b>FIRST SEMESTER</b>			
FYIS 101	First Year Induction Seminar	3	45
THMA 100	Introduction to Massage	2	30
BIOL 1107	Principles of Anatomy and Physiology I	4	60
THMA 102	Therapeutic Massage I	3	45
THMA 102L	Therapeutic Massage I L	0	30
THMA 103	SPA Techniques	3	45
THMA 103L	SPA Techniques L	0	30
<b>SECOND SEMESTER</b>			
THMA 104	Reflexology	2	30
THMA 105	Clinical Pathology	3	45
THMA 106	Evaluation and Documentation	2	30
BIOL 1108	Principles of Anatomy and Physiology II	4	60
THMA 108	Therapeutic Massage II	3	45
THMA 108L	Therapeutic Massage II L	0	30
<b>THIRD SEMESTER</b>			

THMA 109	Lymphatic Drainage	3	45
THMA 109L	Lymphatic Drainage L	0	30
THMA 110	Sports Massage	3	45
THMA 110L	Sports Massage L	0	30
THMA 111	Therapeutic Massage III	3	45
THMA 111L	Therapeutic Massage III L	0	30
THMA 112	Chair Massage	2	30
THMA 112L	Chair Massage L	0	30
THMA 113	Practical Kinesiology	3	45
<b>FOUR SEMESTER</b>			
THMA 114	Shiatsu	3	45
THMA 115	Massage for Populations with Special Needs	3	45
EMMA 101	Introduction to Entrepreneur-ship	3	45
THMA 116	Therapeutical Massage Seminar	2	30
THMA 117	Supervised Practicum	2	120

## CERTIFICATE IN COMPUTER PROGRAMMING

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

<b>CURRICULUM</b>		<b>(54 credits-900 hours)</b>	
<b>CODE</b>	<b>DESCRIPTION</b>	<b>CR</b>	<b>HOURS</b>
<b>FIRST SEMESTER</b>			
COMT 1101	Computer Literacy	3	45
FYIT 101	First Year Induction Seminar	3	45
COMT 1130	Computer Application	3	45
COMT 1131	Programming Logic	3	45
ENMT 101	Introduction to Entrepreneurship	3	45
<b>SECOND SEMESTER</b>			
COMT 1110	Operating System	3	45
COMT 1120	Programming in BASIC	3	45
COMT 1140	Programming in COBOL I	3	45
MATT 101	Intermediate Algebra I	3	45
ENGT 101	Basic English	3	45
<b>THIRD SEMESTER</b>			
COMT 1210	Programming in COBOL II	3	45
COMT 1160	Database	3	45
COMT 1150	Net Communications	3	45
COMT 1180	Web Pages and Electronic Commerce	3	45
COMT 1240	System Analysis and Design	3	45

<b>FOUR SEMESTER</b>			
COMT 1245	Object Oriented Programming	3	45
COMT 1250	Visual Basic II	3	45
COMT 1300	Integrative Seminar	3	135

## CERTIFICATE IN COMPUTERS REPAIR AND NETWORK SYSTEM INSTALLATION

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

<b>CURRICULUM (42 credits-645 hours)</b>			
<b>CODE</b>	<b>DESCRIPTION</b>	<b>CR</b>	<b>HOURS</b>
<b>FIRST SEMESTER</b>			
ENGL 101	Basic English	3	45
COIS 101	Introduction to Computers	3	45
CRAN 201	Basics of Electronic Circuits	3	45
FYIS 101	First Year Induction Seminar	3	45
ENMA 101	Introduction to Entrepreneurship	3	45
<b>SECOND SEMESTER</b>			
SPAN 101	Basic Spanish	3	45
OFAD 141	Keyboarding	3	45
COIS 215	Introduction to Software Development	3	45
CRAN 202	Installation and Computer Repair I	3	45
CRAN 204	Installation Windows Operating System	3	45
<b>THIRD SEMESTER</b>			
CRAN 203	Installation and Computer Repair II	3	45
CRAN 207	Introduction to the networks “LAN”	3	45
CRAN 208	Introduction to the networks “WAN”	3	45
MATH 111	Intermediate Algebra	3	45

**CERTIFICATE IN  
EXPANDED FUNCTIONS DENTAL ASSISTANT**

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

<b>CURRICULUM (58 credits- 1,485 hours)</b>			
<b>CODE</b>	<b>DESCRIPTION</b>	<b>CR</b>	<b>HOURS</b>
<b>FIRST SEMESTER</b>			
FYIS 101	First Year Induction Seminar	3	45
SPAN 101	Basic Spanish	3	45
DENT 100	Head and Neck Anatomy	3	45
DENT 101	Dental Anatomy and Oral Histology	4	60
BIOL 1106	Anatomy and Physiology (Survey Course)	4	60
<b>SECOND SEMESTER</b>			
DENT 103	Microbiology	3	45
DENT 113	Oral Pathology	3	45
DENT 119	Radiology I	4	60
DENT 119L	Radiology I L.	0	60
DENT 129	Pre-Clinic I	5	75
DENT 129L	Pre-Clinic I L	0	150
<b>THIRD SEMESTER</b>			
ENGL 101	Basic English	3	45
DENT 140	Radiology II	4	60
DENT 140L	Radiology II L	0	60
DENT 145	Pre-Clinic II	5	75
DENT 145L	Pre-Clinic II L	0	180

DENT 170	Internal Clinic	4	60
<b>FOUR SEMESTER</b>			
DENT 180	External Clinic	4	225
DENT 162	Clinical Seminar	2	30
DENT 107	Dental Services Billing	2	30
DENT 165	Dental Practice Management and Ethics	2	30

## CERTIFICATE IN BILLING AND COLLECTION OF MEDICAL INSURANCE

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

<b>CURRICULUM</b>		<b>(57 credits- 955 hours)</b>	
<b>CODE</b>	<b>DESCRIPTION</b>	<b>CR</b>	<b>HOURS</b>
<b>FIRST SEMESTER</b>			
FYIS 101	First Year Induction Seminar	3	45
ENGL 101	Basic English	3	45
OFAD 1100	Keyboarding	4	60
NURS 1201	Medical Terminology	3	45
MATH 101	Arithmetic and Its Applications	3	45
<b>SECOND SEMESTER</b>			
OFAD 1110	Document Production I	3	45
OFAD 1022	Coding	3	45
OFAD 1008	Basic Billing	3	45
ACCO 1111	Basic Accounting	4	60
SPAN 101	Basic Spanish	3	45
<b>THIRD SEMESTER</b>			
OFAD 1115	Communication and Document Writing	4	60
OFAD 1024	Electronic Billing	3	45
OFAD 1125	Technical Reports	3	45
COMP 1130	Electronic Spreadsheet (Excel)	3	45
<b>FOUR SEMESTER</b>			
OFAD 1026	Audit Health Care Billing	3	45
OFAD 1027	Administrative Procedures in Medical Offices	3	45

<b>CURRICULUM (57 credits- 955 hours)</b>			
<b>CODE</b>	<b>DESCRIPTION</b>	<b>CR</b>	<b>HOURS</b>
OFAD 1028	Theory and Practice in Medical Facilities	3	45 100
EMMA 101	Introduction to Entrepreneurship	3	45

## CERTIFICATE IN PRACTICAL NURSING

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

<b>CURRICULUM (46 credits- 1,140 hours)</b>			
<b>CODE</b>	<b>DESCRIPTION</b>	<b>CR</b>	<b>HOURS</b>
<b>FIRST SEMESTER</b>			
BIOL 1106	Anatomy and Physiology (Survey Course)	4	60
FYIS 101	First Year Induction Seminar	3	45
COIS 101 & Lab	Computer Literacy	3	45
PNUR 100	Introduction to Practice Nursing	3	45
<b>SECOND SEMESTER</b>			
BIOL 1105	Microbiology	3	45
ENGL 101	Basic English	3	45
PSYC 123	General Psychology	3	45
PNUR 101	Nursing Process and Basic Skills	4	60
PNUR 101L	Nursing Process and Basic Skills Lab.	0	90
<b>THIRD SEMESTER</b>			
PNUR 102	Nursing Process applied in the care of the Mother Neonate and Family	3	45
PNUR 102L	Nursing Process applied in the care of the Mother Neonate and Family Lab.	0	90
PNUR 103	Nursing Process applied to The Child, Adolescent and Family	3	45
PNUR 103L	Nursing Process applied to The Child, Adolescent and Family Lab.	0	90

<b>CURRICULUM (46 credits- 1,140 hours)</b>			
<b>CODE</b>	<b>DESCRIPTION</b>	<b>CR</b>	<b>HOURS</b>
MATH 101	Basic Mathematics	3	45
SPAN 101	Basic Spanish	3	45
<b>FOURTH SEMESTER</b>			
PNUR 104	Nursing Process applied to Adult and Elderly	3	45
PNUR 104L	Nursing Process applied to Adult and Elderly Lab.	0	90
PNUR 105	Nursing Process applied to Health with Mental Problems	2	30
PNUR 105L	Nursing Process applied to Health with Mental Problems Lab.	0	90
PNUR 106	Nursing Process applied to the Community Health	2	30
PNUR 107	Seminars Practice Nursing	2	30

## CERTIFICATE IN PRE SCHOOL TEACHERS ASSISTANT

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

<b>CURRICULUM (60 credits-955 Hours)</b>			
<b>CODE</b>	<b>DESCRIPTION</b>	<b>CR</b>	<b>HOURS</b>
<b>FIRST SEMESTER</b>			
SPAN 101	Basic Spanish	3	45
ENGL 101	Basic English	3	45
ETIC 010	Ethical Foundations	3	45
COIS 202	Computers in Education	3	45
EDUC 106	Introduction to Education	3	45
<b>SECOND SEMESTER</b>			
SPAN 102	Basic Spanish II	3	45
ENGL 102	Basic English II	3	45
EDUC 173	Growth and Human Development	3	45
EDUC 180	Clinical Experiences I	0	
MATH 103	Basic Mathematics for Teacher	3	45
EDUC 170	Introduction to Pre-School Education	3	45
<b>THIRD SEMESTER</b>			
EDUC 270	Learning Environment for Preschool Education	3	45
EDUC 300	Preschool Curriculum	3	45
EDUC 323	Children's Literature	3	45
EDUC 204	Nature and Needs of Exceptional Children	3	45
EDUC 280	Clinical Experiences II	0	
EDUC 202	Design and Production of Teaching and	3	45

<b>CURRICULUM (60 credits-955 Hours)</b>			
<b>CODE</b>	<b>DESCRIPTION</b>	<b>CR</b>	<b>HOURS</b>
	Learning Materials		
	<b>FOURTH SEMESTER</b>		
EDUC 427	Teaching Through Games	3	45
EDUC 116	Performing Arts	3	45
EDUC 322	Preschool Education and Cultural Diversity	3	45
EDUC 327	Foundations of Health and Nutrition	3	45
EDUC 1440	Practicum	3	100

## CERTIFICATE IN OPERATING ROOM TECHNICIAN

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

<b>CURRICULUM (47 credits- 1,110 hours)</b>			
<b>CODE</b>	<b>DESCRIPTION</b>	<b>CR</b>	<b>HOURS</b>
<b>FIRST SEMESTER</b>			
FYIS 101	First Year Induction Seminar	3	45
SURT 101	Introduction to the World of Surgery	3	45
BIOL 1107	Principles of Anatomy and Physiology I	4	60
SURT 102	Disinfection and Sterilization	3	45
SPAN 101	Basic Spanish	3	45
<b>SECOND SEMESTER</b>			
SURT 103	Human Relations And the Surgical Patient	3	45
BIOL 1105	Microbiology	3	45
SURT 104	Foundations of Anesthesia	3	45
BIOL 1108	Principles of Anatomy and Physiology II	4	60
<b>THIRD SEMESTER</b>			
NURS 201	Medical Terminology	3	45
EMMA 101	Introduction to Entrepreneurship	3	45
SURT 105	Foundations of the Operating Room I	6	45
SURT 105L	Foundations of the Operating Room I L	0	180
<b>FOUR SEMESTER</b>			
SURT 106	Clinical Phase	6	360

## CERTIFICATE IN PHARMACY TECHNICIANS

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

<b>CURRICULUM (54 credits- 1,810 hours)</b>			
<b>CODE</b>	<b>DESCRIPTION</b>	<b>CR</b>	<b>HOURS</b>
<b>FIRST SEMESTER</b>			
FYIS 101	First Year Induction Seminar	3	45
PHAT 002	Pharmaceuticals Calculus	4	60
PHAT 016	Pharmacotherapy I	4	60
PHAT 017	Pharmacy Introduction	3	45
<b>SECOND SEMESTER</b>			
PHAT 018	Pharmacotherapy II	4	60
PHAT 006	Over the Counter Drugs	3	45
PHAT 019	Administration and Law Pharmacy	3	45
PHAT 020	Dosage	3	45
COMP 1101	Computer Literacy	3	45
<b>THIRD SEMESTER</b>			
PHAT 021	Pharmaceutical Chemistry	3	45
PHAT 022	Pharmacognosy	3	45
PHAT 023	Communication and Customer Service Pharmacist	3	45
PHAT 024	Pharmacy Practice Laboratory	3	45
<b>FOURTH SEMESTER</b>			
PHAT 025	Internship I	6	590

<b>CURRICULUM</b>			
<b>(54 credits- 1,810 hours)</b>			
<b>CODE</b>	<b>DESCRIPTION</b>	<b>CR</b>	<b>HOURS</b>
<b>FIFTH SEMESTER</b>			
PHAT026	Internship II	6	590

# COURSE DESCRIPTIONS

**ACCO 1111**  
**Basic Accounting**

**Four Credits**

The course deals with fundamentals of accounting, analysis and recording business transactions, the accounting cycle and elaboration of financial statements. Includes basic definitions, accounting for cash, accounts receivable and the preparation of a payroll. One quarter, four hours per week.

**BIOL 1105**  
**Microbiology**

**Three Credits**

Designed for nursing students. Discusses fundamental concepts of microbiology, including the latest advances in the area. It covers micro-organisms, their pathology, methods for controlling their growth and immunology.

**BIOL 1106**  
**Anatomy and Physiology (Survey Course)**

**Four Credits**

Designed for nursing students. Discusses fundamental concepts of microbiology, including the latest advances in the area. It covers micro-organisms, their pathology, methods for controlling their growth and immunology. One quarter, four hours per week.

**BIOL 1107**  
**Principles of Anatomy and Physiology I**

**Four Credits**

This course presents the fundamental concepts of Biological Sciences focused on the characteristics of matter, the cell, the introduction to human anatomy and physiology, as well as the study of different systems and organs of the human body from a structural and functional point of

view. This course also presents the basic concepts of structure and function of the human body, conditions and treatments of the integumentary, musculoskeletal, nervous, blood and immune systems. The student must complete a total of four (4) contact hours each week.

**BIOL 1108**  
**Principles of Anatomy and Physiology II**

**Four Credits**

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

**COIS 101**  
**Introduction to Computer**

**Three Credits**

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

**COIS 202** **Three Credits**  
**Computers in Education**

Introduction to the computer as an educational resource through the study of its origin, basic concepts, description, implications, roles, and uses in education. Application of computer techniques as aids to the educator. Emphasis on the use and impact of the computer in our lives and the use of educational materials design for computers. One quarter, three hours per week.

**COIS 215** **Three Credits**  
**Introduction to Software Development**

Introduction to application development. This course develops the skills necessary to create software. It includes also software design and a programming language. One quarter, three hours per week.

**COMP 1101** **Three Credits**  
**Computer Literacy**

Introduction to the basic concept of computer science. The general functions of the Central Processing Unit and the input and output devices are discussed. The students use some of the most popular application programs available in the market, such as electronic spreadsheets, word processors and graphic. One quarter, Three hours per week.

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

Introduction to the basic concept of computer science. The general functions of the Central Processing Unit and the input and output devices are discussed. The students use some of the most popular

application programs available in the market, such as electronic spreadsheets, word processors and graphic. One quarter, Three hours per week.

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

The study of the concepts will underline operation systems and their functions. Includes the analysis of programming control and administration of memory processors, peripherals, files and system. One quarter, three hours per week, including laboratory.

**COMT 1120** **Three Credits**  
**Programming in Basic**

Introduces to the computer programming using basic language. Emphasizes on the fundamentals of structure, development, testing input and output device logics, code testing and the development of applications. One quarter, three hours per week, including laboratory.

**COMP 1130** **Three Credits**  
**Computer Application –Spread Sheets**

In depth study and application of computers spreadsheets, development of worksheets and use of effective techniques in writing formulas. Concepts, principles and practice involved in the creation of graphics and database structure and maintenance. One quarter, three hours per week, including laboratory.

**COMT 1130** **Three Credits**  
**Computer Application –Spread Sheets**

In depth study and application of computers spreadsheets, development of

worksheets and use of effective techniques in writing formulas. Concepts, principles and practice involved in the creation of graphics and database structure and maintenance. One quarter, three hours per week, including laboratory.

**COMT 1131** **Three Credits**  
**Programming Logic**

Emphasize the techniques of modular program design and development in a structured, language-independent manner. Includes problems analysis and their solution, in such a way that the computer can be directed to follow the problem-solving procedure, pseudo codes, flowcharts, and other diagrams are used to develop the problem involving algorithms with the three basic control structures: sequence, selection, and repetition. One quarter, three lecture hours and three laboratory hours per week.

**COMT 1140** **Three Credits**  
**Programming in COBOL I**

Is an introduction to computer programming in a business environment. Emphasizes on the fundamentals of structured program design, development, testing, implementation and documentation using Commercial programs. The course includes language syntax, date and file structures, and implementing programs for report generation. One quarter, three hours per week, including laboratory.

**COMT 1150** **Three Credits**  
**Communications and Network**

Studies related to technology using communications facilities. Includes

methods of transmitting digital data, video voice and graphics. Also includes modems terminals, security and communications network, Internet and electronic mail. One quarter, three hours per week.

**COMT 1160** **Three Credits**  
**Computer Application-Data Base**

Studies the application of Database packages. The course describes the models used to design database system. Relational models, the earthy relationship model and object oriented model. Create a simple system to create Avery and database. One quarter, three hours per week, including laboratory.

**COMT 1180** **Three Credits**  
**Web pages and Electronic Commerce**

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

**COMT 1210** **Three Credits**  
**Programming in COBOL II**

It is the continuation of Comp. 1140. This course studies break reports, tables, and sequential and random files. One quarter, three hours per week.

**COMT 1240** **Three Credits**  
**System Analysis and Design**

Study of the systems development cycle, with emphasis on the present system documentation, using the classic tools and techniques as well as the structured ones.

It includes the use of these resources for describing the processes, the data flow, data structures, forms design for data gathering and reports. It also discusses data gathering activities and information, progress reports, and the transaction form analysis to design. One semester, three hours per week.

**COMT 1245** **Three Credits**  
**Object Oriented Programming**

Study of the fundamental concepts and principles of the object oriented programming language. The course emphasizes and individualized style of modular programming, using object programming, in C++ languages. It also promotes the use of extensions coding, modules and applications for the development competitive skills for today's employment market. Requires laboratory. One semester, three hours per week.

**COMT 1250** **Three Credits**  
**Visual Basic II**

This course studies the concepts and techniques of computer programming using the Visual Basic language. The course covers design techniques of algorithms, control operations, sub-programs, arrays, and the use of files. Students will practice the concepts and object-oriented programs execution in a structured manner. One semester, three hours per week.

**COMT 1300** **Three Credits**  
**Integrative Seminar**

Integrative seminar where the students develops and implementations project with a commercial approach considering all the steps for the analysis, design, review and

programming using the language learned in previous courses are viewed in this course. The application of the concepts used to design and implement computerized systems in accordance with the requirements on modern systems is also emphasized. One semester, three hours per week.

**CRAN 201** **Three Credits**  
**Basics of Electronic Circuits**

Discussion on concepts and terms related to electricity behavior. Includes AC and DC Principles, passive elements and circuits, assets, equipment testing process, laws for the analysis of theorems and circuits, electric circuit simulation, voltage and related topics. One quarter, three hours per week

**CRAN 202** **Three Credits**  
**Installation and Computer Repair I**

Description of computers parts, electronic devices, power supplies, stabilizers and UPS. It emphasizes on the technical skills and the procedure for computer assembling, finding, repair and color calibration, frequencies and testing of VGA and TRC monitors, and LCD screens. Diagnose and repair of inkjet and Laser printer. One quarter, three hours per week

**CRAN 203** **Three Credits**  
**Installation and Computer Repair II**

Emphasizes on the technical skills and the procedure to configure and install the computer (Basic input, output system). Includes identification and configuration of part, preventive maintenance, diagnose, repair and installation of components of computers hardware such as the

motherboard, the processor, ram (random access memory), the video card and the hard disk. One quarter, three hours per week.

**CRAN 204** **Three Credits**  
**Installation Windows Operating System**

Concepts, functions, use and maintenance of windows operating system. Includes the analysis of disk structures, files and directories; installation and configuration of systems versions, locating resources, hard disks optimization, security and other related subjects. One quarter, three hours per week

**CRAN 207** **Three Credits**  
**Introduction to the Networks "LAN"**

This course studies the concepts, technologies, components and protocols used in local area networks (LAN). Detailed discussion on the protocols for local area networks such as Ethernet (IEEE 802.3) and all their varieties; token ring (IEEE 802.5) and asynchronous transfer mode (ATM). It discusses the reference model bid for system interconnection (OSI). One quarter, three hours per week.

**CRAN 208** **Three Credits**  
**Introduction to the Networks "WAN"**

Study of the concepts, technologies, components and protocols used on wide area networks (wan). The global infrastructure of telecommunications is analyzed and how this support long distance voice and data broadcast. One quarter, three hours per week.

**CRET 100** **Three Credits**  
**Recreation as a Profession**

Overviews of the recreational services and the implications it carries in society. Concepts, principles, philosophy, history of recreational programs, including professional attitudes and perspective will be emphasized. One quarter, three hours per week.

**CRET 101** **Three Credits**  
**Legal Aspects of Recreation**

The course studies the specific legal issues and laws pertaining to recreation and sports. This includes its origins and regulations of the law in the government of Puerto Rico. Concepts such as risk management legal responsibilities of the participants and of the sports recreational professionals will be studied. One quarter, three hours per week.

**CRET 102** **Three Credits**  
**Informatics, Recreation and Sports**

The study of informatics as it is applied to the use of computers in the field of recreation and sports. Both theoretical and practical issues of computing in the management of data, electronic mail, and Internet research will be focused. The course will expose students to specialized applications and programs developed for the professional in the field of recreations and sports. One quarter, three hours per week.

**CRET 103** **Three Credits**  
**Scientific Fundaments in Sports**

The study envisions the basic concepts in the sociology and psychology of sports and its application in sports as a social phenomenon. Recreational sports will be focused: its groups, organizations,

dynamics and social functions. One quarter, three hours per week.

**CRET 104** **Three Credits**  
**Health, Fitness Efficiency and Sports**

The study of fundamental concepts on physical efficiency (physical education) and its impact on health issues will be studied. Basic elements of healthy physical conditions as part of the lifestyle of people and the practice of recreational sports as promoters of healthy lifestyles will be discussed and analyzed. The students will develop a systematic program of physical and recreational conditioning. One quarter, three hours per week.

**CRET 105** **Three Credits**  
**Recreation Program Planning**

The study of concepts, principles and models of recreational programs will be discussed. A special focus will be made on life cycle, social tendencies, and the evaluation of recreational and sports programs. One quarter, three hours per week.

**CRET 106** **Three Credits**  
**Introduction to Sport Management**

The study of basic administrative concepts applied to the field of recreational and sport management, including the basics functions, such as, budgeting, marketing, organizational structures, resources, and equipment. One semester, three hours per week.

**CRET 107** **Three Credits**  
**Human Growth and Development**

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

**CRET 108** **Three Credits**  
**Planning Recreational Programs**

The study of basic concepts will deal with the planning and implementation of municipal recreational and sports programs. The process of planning, implementations and evaluating will be examined. One semester, three hours per week.

**CRET 109** **Three Credits**  
**Writing Recreational Reports**

The study of basic concepts of written and oral communication directly related to recreation and sports programs. The course will be geared to prepare the recreational and sports professionals in the elaboration of written and oral presentations of reports that are used in most government agencies. One semester, three hours per week.

**CRET 111** **Three Credits**  
**Arbitration in Sports**

This course exposes students to the basics principles of sports execution, such as rating and voting sports, scoring sports, and measurement sports. Analyzes the skills of each sport and the role of referees in ensuring compliance with regulations. The

basic principles and concepts of these sports in the design and implementation of teaching and learning experiences are discussed. One semester, three hours per week.

**CRET 115** **Three Credits**  
**Therapeutic Recreation**

The study of recreation as an instrument for the rehabilitation and human development with special populations with disabilities. One semester, three hours per week.

**CRET 117** **Three Credits**  
**Evaluating Recreational Programs**

The study of fundamental concepts and models of evaluation for recreational and sports programs. One semester, three hours per week.

**CRET 120** **Three Credits**  
**Handling of Special Populations**

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

**CRET 150** **Three Credits**  
**Integration Seminar**

Integrative seminar that allows the assignment of students to agencies or governmental recreation and sports programs, so they will participate in supervised practice experiences. This way

they can apply these when managing sports and recreational programs.

**DENT 100** **Three Credits**  
**Head and Neck Anatomy**

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

**DENT 101** **Four Credits**  
**Dental Anatomy and Oral Histology**

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

**DENT 103** **Three Credits**  
**Microbiology**

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

transmission. The student must complete a total of three (3) contact hours each week.

**DENT 107** **Two Credits**  
**Dental Services Billing**

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

**DENT 113** **Three Credits**  
**Oral Pathology**

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

**DENT 119** **Four Credits**  
**Radiology I**

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

conference class, and four (4) of laboratory work.

**DENT 129** **Five Credits**  
**Pre-Clinic I**

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

**DENT 140** **Four Credits**  
**Radiology II**

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

**DENT 145** **Five Credits**  
**Pre-Clinic II**

In this course students will be exposed to selective laboratory experiences that are performed in different specialties of

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

**DENT 170** **Four Credits**  
**Internal Clinic**

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

**DENT 162** **Two Credits**  
**Clinical Seminar**

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

**DENT 165** **Two Credits**  
**Dental Practice Management and Ethics**

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

**DENT 180** **Four Credits**  
**External Clinic**

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

**EDUC 106** **Three Credits**  
**Introduction to Education**

A general view of education as a social commitment and as an academic and professional field. Includes the study of the specifics of this viewpoint and an objective analysis of the school, the educational systems and the teacher as central concepts. The course covers education, formation of integral instruction, the nature of values and value judgments in teaching, the school and teacher as agents of change. One quarter, three hours per

week.

**EDUC 116** **Three Credits**  
**Performing Arts**

This course analyzes the impact of the experiences arts in child development. Students in this course will examine the many ways in which children can express their capacity through planned activities involving music, art, theatre, corporal movement and dramatic play. One quarter, three hours per week.

**EDUC 170** **Three Credits**  
**Introduction to Preschool Education**

Discuss the history of preschool education, characteristics of young children and of preschool programs. Analysis of philosophical, sociological and psychological theories of child development. One quarter, three hours per week.

**EDUC 173** **Three Credits**  
**Human Growth, Development and Learning**

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

**EDUC 180** **One Credits**  
**Clinical Experiences I**

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

**EDUC 202** **Three Credits**  
**Design and Production of Teaching and Learning Materials**

Laboratory course in the selection, production, and evaluation of educational technology materials. Students use production techniques for the creation of their own materials with the maximum use of the educational technology facilities available. One quarter, three hours per week.

**EDUC 204** **Three Credits**  
**Nature and Needs of Exceptional Children**

Basic introductory course covering the diversity of exceptional children. Includes classification, etiology, characteristics, and deviations of normal population, Covers intellectual, emotional, physical, perceptual, motor and sensory topics, and reviews federal and local (Puerto Rico) legislation pertaining to the education of the exceptional child. Discusses the inclusion and mainstreaming of this population into the regular classroom. Identifies existing centers and available resources in the community. Laboratory requirements are fulfilled through participation in one of the identified

centers. This experience will equip teachers with the appropriate cognitive and effective skills necessary to teach exceptional children.

**EDUC 270** **Three Credits**  
**Learning Environment for Preschool Education**

Analyses the learning theories during early years and its application to the selection of instructional activities, exploration of classroom environment, materials and equipment. Identification of high qualities and standards for preschool teachers. Techniques of teaching and working with preschoolers and parents. Study of the planning of organization of the preschool classroom and its environment. One quarter, three hours per week.

**EDUC 280** **One Credits**  
**Clinical Experiences II**

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

**EDUC 300** **Three Credits**  
**Curriculum and Methodology for Early and Preschool Education**

The student will have to take this course close to the practicum experience. It offers

to the student clinical experiences in the experiences in the methodology of education and its application to infants and children in early education. In addition, its studies the knowledge and skills related to the different areas of curriculum and the applications of the theories of learning in education. This course emphasize the study of special curriculum for infants and children in early education, the preparation of instructional materials, methods, strategies, techniques and educational programs, as well as the diagnosis, evaluation the individualization of instruction. It also studies the value of game as a strategy in the early education of infants and children. One quarter, three hours per week.

**EDUC 322** **Three Credits**  
**Preschool Education and Cultural Diversity**

Overview of the social elements responsible for cultural diversity in society: age, sex, race and life style, and its curriculum implications for contemporary preschool professionals. One quarter, three hours per week.

**EDUC 323** **Three Credits**  
**Literature for Children**

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

**EDUC 327** **Three Credits**  
**Foundations of Health, Hygiene and Nutrition**

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

**EDUC 427** **Three Credits**  
**Teaching Through Games**

Study the games as a teaching strategy in preschool education. Multidisciplinary concepts and theories of game and their impact in physical, motor, intellectual, affective and creative development of the infant and the preschool child are studied. One quarter, three hours per week.

**EDUC 1440** **Three Credits**  
**Practice of Pre-School Education**

This course offers the opportunity to apply the skills learned in previous classes, especially in the courses related to curriculum and methods for teaching in pre-school level. Besides, it provides the opportunity to work with children under the supervision of an assistant teacher. One quarter.

**ENGL 101** **Three Credits**  
**Introductory English Language Course – Basic Level I**

Emphasizes the development of basic written communication and reading skills. Grammar instruction is provide for students who need to improve their proficiency in English. One quarter, three hours per week.

**ENGL 102** **Three Credits**  
**Introductory English Language Course – Basic Level II**

Emphasizes the development of basic written communication and reading skills. Grammar instruction is provided for students who need to improve their proficiency in English. One semester, three lecture hours and one laboratory hour per week.

**ENGL 101** **Three Credits**  
**Introductory English Language Course – Basic Level I**

Emphasizes the development of basic written communication and reading skills. Grammar instruction is provide for students who need to improve their proficiency in English. One quarter, three hours per week.

**ENMA 101** **Three Credits**  
**Introduction to Entrepreneurship**

This course is designed to provide the student an understanding and overview of the world of Entrepreneurship. They will development analytical skills, being exposed to broad introduction of entrepreneurial career paths. Establishing acquisitions and developing a business. One quarter, three hours per week.

**ENMT 101** **Three Credits**  
**Introduction to Entrepreneurship**

This course is designed to provide the student an understanding and overview of the world of Entrepreneurship. They will development analytical skills, being exposed to broad introduction of entrepreneurial career paths. Establishing acquisitions and developing a business. One quarter, three hours per week.

**ETIC 010** **Three Credits**  
**Ethical Foundations**

This course studies the nature of moral philosophy and the principles of ethics and bioethics theories. The study covers since the origins to the present time. Besides, it analyses the implications of modern social problems that depict the ethics principles and development in our society. One quarter, three hours per week.

**FYIS 101** **Three Credits**  
**First Year Induction Seminar**

The First Year Induction Seminar foster the development of the knowledge, skills, techniques and attitudes needed to make a successful transition to college. One semester, three hours per week.

**FYIT 101** **Three Credits**  
**First Year Induction Seminar**

The First Year Induction Seminar foster the development of the knowledge, skills, techniques and attitudes needed to make a successful transition to college. One semester, three hours per week.

**MATH 101** **Three Credits**  
**Arithmetic and Its Applications**

This course offers the opportunity to develop necessary skills in working with numbers and basic mathematical computations with whole numbers, decimals and fractions, introduction to statistics and geometry. Opportunities are provided to apply the skills learned to actual life situations. One semester, three lecture hours per week.

**MATH 103** **Three Credits**  
**Basic Mathematics for Teachers I**

Study of the fundamental concepts in basic mathematics: operation with whole numbers, decimals and fractions, ratio, proportions, integer numbers, percent, measurements, and whole applications. One quarter, three hours per week.

**MATH 111** **Three Credits**  
**Intermediate Algebra I**

Real number system, operation with polynomials; equation and inequalities of first degree in one unknown and its application; special products, factoring, and rational expressions. One quarter, three hours per week.

**MATT 101** **Three Credits**  
**Basic Mathematics**

This course offers the opportunity to develop necessary skills in working with numbers and basic mathematical computations with whole numbers, decimals and fractions, introduction to statistics and geometry. Opportunities are provided to apply the skills learned to actual life situations. One semester, three hours per week.

**NURS 201** **Three Credits**  
**Medical Terminology**

This course introduces the students to the specialized language of medicine. Includes word roots, prefixes and parts of speech. Laboratory tests and diagnosis are also components of this course. Word elements related to Anatomy and Physiology integrate the components of medical terminology related to Body System. One quarter, three hours per week.

**NURS 1201** **Three Credits**  
**Medical Terminology**

This course introduces the students to the specialized language of medicine. Includes word roots, prefixes and parts of speech. Laboratory tests and diagnosis are also components of this course. Word elements related to Anatomy and Physiology integrate the components of medical terminology related to Body System. One quarter, three hours per week.

**OFAD 1008** **Three Credits**  
**Basic Billing**

This course will give students the opportunity to become familiar with the fundamental principles in medical plans. Assembling analysis and internal controls for efficient management of records, classification and registration system. One quarter, three hours per week.

**OFAD 141** **Three Credits**  
**Keyboarding**

Special emphasis will be given to correct typewriting techniques and proper use of the keyboard. Development of speed and accuracy training includes: personal and

business letters, tabulations and reports. One semester, three hours weekly.

**OFAD 1022** **Three Credits**  
**Medical Codification**

In this course the students is exposed to the process of classification of diseases and ambulatory procedures using numeric coding. One quarter, three hours per week.

**OFAD 1024** **Three Credits**  
**Electronic Billing**

Students are introduced to the dynamic of medical billing. The course will provide the necessary skills in completing HCFA forms and master the insurance claims forms cycle. Practical information will be given on the features that are common to all insurance carriers and features specific to Medicare, Blue Cross-Value Shield, and others. One quarter, three hours per week.

**OFAD 1026** **Three Credits**  
**Audit Health Care Billing**

The course is designed for students to check and verify the bills, their most common errors and to determine the reason for refusal. The course covers the audit process as the mechanism for measuring income received, to be received and losses that occur in the billing process.

**OFAD 1027** **Three Credits**  
**Administrative Procedures in Medical Offices**

This course is designed to help students in the development of those skills needed for the administrative procedures in medical offices. Through this course the student will get acquainted with all aspects of the

administrative skills of the medical assisting profession, from the more general to the specific level. It covers administrative concepts, skills and tasks that are central to the medical assisting field.

**OFAD 1028** **Three Credits**  
**Theory and Practice in Medical Facilities**

The course offers the student the opportunity to apply the knowledge acquired in a real working environment. The students will work in a practice center four (4) days in the week, and will be evaluated by the assigned supervisor. Once in the week the student will meet with the practice coordinator at the institution, in order to discuss his/her work experience and to identify any areas for improvement.

**OFAD 1100** **Four Credits**  
**Keyboarding**

Special emphasis is given to keyboarding development of speed and accuracy learning to create documents in the Window programs. The training includes creating documents, with their respective formats. One quarter, four hours a week.

**OFAD 1110** **Three Credits**  
**Document Production I**

Continues with the development and improvement of keyboarding skills and techniques. Emphasizes on business correspondence, memos simple and two-page reports, simple and complex tables, and employment's documents. One quarter, four hours per week.

**OFAD 1115** **Four Credits**  
**Communication and Document Writing**

Continues development of speed and accuracy. Learning to produce complex document as format cell to create and key tables, long reports with endnotes, administrative and employment communication. Reviewing the formats and word processing functions appropriate for formatting memos and letter are introduced. One quarter, four hours per week

**OFAD 1125** **Three Credits**  
**Technical Reports**

The course introduces the basic skills in writing reports and comprehensive evaluations of medical terms. Emphasizes in developing written skills with precision and accuracy. One quarter, three hours per week.

**PHAT 002** **Four Credits**  
**Pharmaceuticals Calculus**

This course discusses the format and content of prescriptions and medical orders. It also covers abbreviations, acronyms and symbols used by medical doctors in orders for the students to read, analyze and evaluate such documents during the exercise of their functions as pharmacy technicians. It discusses the International system of units, the common System Apothecaries and the System Avoirdupois, and equivalences that are utilized for the conversion among these. Basic mathematics operations are covered and their application in the solution of quantitative problems that are part of the professional functions of the community pharmacy, as well as in the institutional and industrial areas. One quarter, four hours per week.

**PHAT 006** **Three Credits**  
**Over the Counter Drugs**

This course discusses those drugs without doctor's prescription (over the counter drugs) used in the prevention and treatment of the most common conditions. It also discusses the use of equipment, devices and common accessories available for sale in the community pharmacy that are used for testing or monitoring some conditions or common medical treatments. It also includes a section on homeopathy due to the increasing interest on this field on recent years. One quarter, three hours per week.

**PHAT 016** **Four Credits**  
**Pharmacotherapy I**

Fundamental concepts of Sciences focused on the characteristics of matter, the cell, the introduction to Human Anatomy and Physiology. Study of different systems and organs of human body from the standpoint of structural and functional. Presents fundamental concepts of structure and function of human body, conditions and treatments integumentary system, musculoskeletal and nervous. Emphasis on the treatment of conditions affecting various body systems and the most commonly used drugs belonging to different categories based on their clinical application. Including contraindications, precautions, warnings, interactions, pharmacokinetics, pharmacodynamics, dosage and side effects of drugs. One quarter, four hours per week.

**PHAT 017** **Three Credits**  
**Pharmacy Introduction**

Study of the origin and evolution of pharmacy. It includes discussion of basic concepts and terminology of the occupation of pharmacy technician. Emphasis on prescription and important abbreviations used in the prescription and its meaning, as well as procedures for handling and shipping thereof. Includes presentation forms of medicine, common synonyms and other preparations. One quarter, three hours per week.

**PHAT 018** **Four Credits**  
**Pharmacotherapy II**

Fundamental concepts of Sciences focused on the characteristics of matter, the cell, the introduction to Human Anatomy and Physiology. Study of different systems and organs of human body from the standpoint of structural and functional. Presents fundamental concepts of structure and function of human body, the conditions and treatment of the endocrine, circulatory, respiratory, digestive, urinary and reproductive. Emphasis in the treatment of conditions affecting various body systems and greater use drugs belonging to different categories based on their clinical application. Including contraindications, precautions, warnings, interactions, pharmacokinetics, pharmacodynamics, dosage and adverse effects of drug. One quarter, four hours per week.

**PHAT 019** **Three Credits**  
**Administration and Law Pharmacy**

Study of state and federal laws governing research, development, manufacturing, packaging, marketing, sale and distribution of drugs and medical devices. Emphasis on the laws governing the exercise of the profession of pharmacy and the Pharmacy

Technicians. Includes procedures for the physical organization of a pharmacy; requirements, equipment, licenses and permits. The process of purchase, receipt and collation of goods in and out of the prescription. One quarter, three hours per week.

**PHAT 020** **Three Credits**  
**Dosage**

Provides the necessary tools to introduce students to the fundamental concepts of the pharmacy related to the administration of medications and dosage forms for adult, pediatric. Includes equivalents and calculation of parenteral and insulin dose. Study of different routes of administration, special design features and management with its use. One quarter, three hours per week.

**PHAT 021** **Three Credits**  
**Pharmaceutical Chemistry**

Study of basic concepts of composition, structure, properties and behavior of matter. Emphasis on the theoretical aspects of inorganic chemistry and organic chemistry that are helpful for understanding body processes and substances of biological and pharmaceutical importance with which it interacts in daily life. One quarter, three hours per week.

**PHAT 022** **Three Credits**  
**Pharmacognosy**

Study of drugs derived from natural products of plant, animal and mineral extraction and purification methods, chemical composition, therapeutic use and effects on the body. Includes drugs

obtained by biosynthesis in pharmaceutical and medicinal plants from Puerto Rico. One quarter, three hours per week.

**PHAT 023** **Three Credits**  
**Communication and Customer Service**  
**Pharmacist**

Presents the basics of effective communication both verbally and written, as well as the correct way to establish a cordial relationship between the Pharmacy Technician and patient, as with their colleagues. Acquaints students with aspects of self-esteem, personality, relationships, job search and interview. One quarter, three hours per week.

**PHAT 024** **Three Credits**  
**Pharmacy Practice Laboratory**

Case Study of the Pharmacy Technician functions related to the delivery of drugs. Development of skills in the use and handling of equipment and books required by law. Analysis of the prescription for release from the interpretation, product selection, extemporaneous preparations, labeling and packaging. It includes the responsibilities of the Pharmacy Technician in a hospital environment with emphasis on the most common drugs used in the hospital, techniques and sterile preparations and preventive measures to avoid errors in the process of preparation of a medicament. One quarter, three hours per week.

**PHAT 025** **Six Credits**  
**Internship I**

Integration of knowledge and skills acquired in a real scenario that facilitate the development and strengthening

internal core competencies to serve as a Pharmacy Technician future. The internship takes place in a community pharmacy, chain or institutional or a combination of these and it will be supervised by a licensed pharmacist duly authorized by the Pharmacy Examining Board, as stipulated in the Law # 247 Pharmacy Act Puerto Rico. Total hours required during the period is 90 hours per theory and 500 hours for practice.

**PHAT 026** **Six Credits**  
**Internship II**

Integration of knowledge and skills acquired in a real scenario that facilitate the development and strengthening internal core competencies to serve as a Pharmacy Technician future. The internship takes place in a community pharmacy, chain or institutional or a combination of these and it will be supervised by a licensed pharmacist duly authorized by the Pharmacy Examining Board, as stipulated in the Law # 247 Puerto Rico Pharmacy Act . Total hours required during the period is 90 hours per theory and 500 hours for practice to complete the 1,000 hours required by the Pharmacy Examining Board as established by law and thus complete the requirements to be eligible for revalidation of Pharmacy Technician.

**PNUR 100** **Two credits**  
**Introduction to Nursing Sciences**

This course is designed to provide the student with the introductory skills and knowledge of practical nursing. The student will get acquainted with basic concepts, definitions, historical evolution, main theories, and other vital aspects, including information regarding those most

prominent personalities and contributors to this field, both in Puerto Rico and the United States. Main conceptual frameworks that serve as basis to the practical nursing profession are covered, including applicable legislation and its impact on clinical practice. Responsibility and compliance with required documentation for practice in different community settings are also covered during the course. The course also covers the study of moral and ethical aspects of the profession, and the functions of health related entities, both public and private. The course is focused in health prevention and promoting wellness as a higher level in the health continuum. One quarter, two hours per week.

**PNUR 101** **Four Credits**  
**Nursing Process and Basic Skills**

Initiates the student in their associate nurse roles and competencies as a member of the health team. The mission program outcomes and conceptual framework of the ADN is presented and described. Covers the general aspects of the historical evolution, as well as, values and ethical-legal aspects. Emphasis in the B. Neuman concepts of system as client, environment, continuous wellness-illness, stress; communication skills; health promotion; and the levels of prevention is provided.

The student is initiated in the nursing process and basic nursing skills of body mechanics, aseptic techniques and medication preparation and administration in a variety of structured scenarios. One quarter, four theory hours per week, and six clinical laboratory hours per week.

**PNUR 102** **Three Credits**  
**Nursing Process Applied in the Care of the**  
**Mother Neonate and Family**

Classroom instruction and clinical experiences in the care of the mother, neonate and family through pregnancy, labor, delivery, and neonate stage is provided. Health promotion and primary prevention are emphasized in the care of the childbearing family, including the high risk mother. Roles and competencies of the associate nurse are strengthened throughout the course. One quarter, three theory hours per week, and six clinical laboratory hours per week.

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

Provides students with the concepts of client as a system, environmental stressors, wellness and illness health promotion of the child from infancy through adolescence. Develops professional roles and competencies technical and communication skills to work with children and adolescents. The nursing process is used to promote the wellness of children and adolescents with alterations in the physiological, psychological, sociocultural, developmental, and spiritual variables. One quarter, three theory hours per week, and six clinical laboratory hours per week.

**PNUR 104** **Three Credits**  
**Nursing Process Applied to the Adult and**  
**Elderly**

The course is based in the principals of care for individuals, the family and community in the different stages of growth and development, emphasizing the basic needs

of the adult and the elderly. Philological and pathological changes in the different systems are discuss in a holistic manners. The course applies the necessary skills that the students should master, using the nursing process for the interaction of the adult and the elder with their family and community. One quarter, three theory hours per week, and six clinical laboratory hours per week.

**PNUR 105** **Two Credits**  
**Nursing Process Applied to Health with**  
**Mental Problems**

Classroom instruction and clinical experiences initiate students in the care of the client system with mental health and psychiatric stressors/problems. A variety of prevention interventions are implemented, including the use of self, therapeutic relationship, individual and group therapy, and crisis intervention. Generalist nurse roles and competencies are intergraded in the course for further development. Clinical sites include inpatient and outpatient psychiatric unit, community mental health centers, and clients' homes. One quarter, two theory hours per week, and six clinical laboratory hours per week.

**PNUR 106** **Two Credits**  
**Nursing Process Applies to the Community**  
**Health**

A community based course with emphasis on providing holistic care to the client in primary, secondary and tertiary levels of prevention throughout the life cycle. Applies sociocultural elements in the delivery of health care at all levels of health promotion. The principles of epidemiology are applied to the client family. Vital statistics are utilized to provide specific

health intervention of disease prevention, and environmental protection in the concept of globalization. One quarter, two theory hours per week, and six clinical laboratory hours per week.

**PNUR 107** **Two Credits**  
**Seminars Practice Nursing**

Reviews and integrates the scientific nursing knowledge with emphasis on common health care alterations in the disciplines of: medical, surgical, mental health, pediatric, community health, maternal-neonatal and leadership nursing. Provides strategies and context for students and nurses to be prepared for state board examination, and to improve their outcomes.

**PSYC 123** **Three Credits**  
**General Psychology Survey Course**

Survey course in general psychology. Study of basic principles, concepts and theories of individual and theories of individual and social behavior. One semester three hours per week.

**SPAN 101** **Three Credits**  
**Introductory Spanish Language Course – Basic Level**

The history and evolution of the Spanish language. Development of reading and writing skills. Vocabulary enrichment. Analysis of basic Spanish grammatical structures, supplementary readings. One quarter, three hours per week.

**SPAN 102** **Three Credits**  
**Introductory Spanish Language Course – Basic Level**

The history and evolution of the Spanish language. Development of reading and writing skills. Vocabulary enrichment. Analysis of basic Spanish grammatical structures, supplementary readings. One quarter, three hours per week.

**SURT 101** **Three Credits**  
**Introduction to the World of Surgery**

This course prepares the student to acquire basic knowledge of the operating room, the operating equipment components and the general medical-legal aspects related to the profession.

**SURT 102** **Three Credits**  
**Disinfection and Sterilization**

The course is designed to provide the student the knowledge and skills related to the different methods of disinfestation and sterilization used with sterile supplies and in the operating room. Student will perform effective decontamination, disinfestation and sterilization procedures of surgical supplies, tools and products, in order to assure patient safety and wellness.

**SURT 103** **Three Credits**  
**Human Relations and the Surgical Patient**

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





**THMA 109**                      **Three Credits**  
**Lymphatic Drainage**

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

**THMA 110**                      **Three Credits**  
**Sports Massage**

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

**THMA 111**                      **Three Credits**  
**Therapeutic Massage III**

This course prepares the student with the knowledge and skills needed to develop therapies specifically directed to improve the energy system of the client. It also

trains the future masseur to treat this energy flow, which is closely related to other physical conditions. The course covers techniques such as meditation, energy exercises, chakras, aromatherapy, chromotherapy, and other energetic techniques. The student must complete a total of five (5) contact hours each week, distributed in three (3) of conference class, and two (2) of laboratory work.

**THMA 112**                      **Two Credits**  
**Chair Massage**

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

**THMA 113**                      **Three Credits**  
**Practical Kinesiology**

This course of kinesiology is a natural system centered in health care geared to maintain vital energy. The course covers the study of this natural therapy based in traditional Chinese medicine, developing a series of muscular tests to determine a physical, emotional and nutritional assessment of the patient. These therapies are geared to achieve a full integration of physical, nutritional, emotional, mental and energy aspects of the individual. The student must complete a total of three (3) contact hours each week.

**THMA 114**  
**Shiatsu**

**Three Credits**

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

**THMA 115**  
**Massage for Populations with Special Needs**

**Three Credits**

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

**THMA 116**  
**Therapeutic Massage Seminar**

**Two Credits**

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

**THMA 117**  
**Supervised Practicum**

**Two Credits**

The Supervised Practicum Course constitutes the most important clinical experience in the Therapeutic Massage Technician program. In this course the student will have the opportunity to apply all the knowledge, skills and techniques acquired throughout the development of the program. Practicum will take place in entities or venues that meet all requisites and standards established by applicable laws, in order to be authorized to provide therapeutic massage (sports facilities, health centers, elderly centers, therapy centers, institutional activities), and will be supervised by a licensed professional in the field. The student must complete a total of ten (10) hours each week, distributed in two (2) of conference class and eight (8) hours of practicum.

