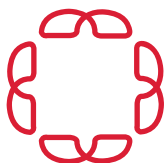




Student Handbook

Welcome to Universidad Ana G. Méndez!

This handbook will help you to better understand everything we offer and where to get the services that you need.



UNIVERSIDAD
ANA G. MÉNDEZ

UAGM

SOMOS

COMO TÚ

Web Page: **uagm.edu**

From the main page you can access:

- Sections for the campuses and university centers
- MiUAGM portal



Servicios
estudiantiles



Servicios
electrónicos



Apoyo técnico



FAFSA

1 The University Email

You will be assigned at the time of admission a username and a password, which will be the credentials that you will use on all the university platforms.

To obtain this information you must access:

<https://ociteapps.uagm.edu/sica>

With your account:

- You can access your university email, which will be the principal means of communication with your professors
- Your email address will be your username followed by **@email.uagm.edu**
- You can receive safety or emergency notifications



2

YOUR STUDENT PORTAL

Know about **myuagm.uagm.edu**

You can:



Servicios
electrónicos

- View your class schedule
- Register online
- Connect to your virtual classroom through **Blackboard Collaborate**
- Find contact information for your professors
- Access student services
- View your academic grades, among other services

3

Blackboard for your courses

B

Blackboard

It is also important that you know about your **Blackboard Classroom** and where you can see course announcements, upload assignments, and more. To access Blackboard and the tutorials, open the link: **uagm.edu/blackboard**



myuagm.uagm.edu

KNOW YOUR
RIGHTS
& DUTIES



VISIT THE LINK
STUDENT REGULATIONS
MANUAL



IS TIME
TO SAY
ENOUGH



LEARN ABOUT
THE TITLE
IX LAW

uagm.edu/es/titulo-ix

Student Services



Virtual Library

Library Services
biblioteca.uagm.edu

Biblioteca Virtual

Technical Support

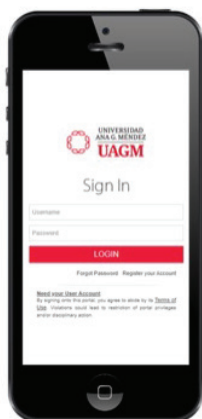


if you do not know your username and password, or if you have problems identifying it, you can contact:
787-751-1374 o 787-751-0178 Ext. 7487

Appointments through TurnosPR

You can make an appointment in person or by phone through:

uagm.edu/citas
787-751-1403



4 Quality of Life

Office that promotes the integral formation of students through interdisciplinary services to develop their personal, emotional, academic, occupational, and social potential.

We offer:

- Personal, vocational and academic counseling
- Psychotherapy
- Social Work
- Satisfactory Academic Progress Standard (SAPS)
- Mental health prevention fairs
- Reasonable accommodation and vocational rehabilitation

5 Office of Integral Development of Student



UAGM has a diversity of student associations, scholarships, internship opportunities and employment so that you can continue with your professional development. These experiences will provide a variety of opportunities and enrich your social, cultural, and educational experiences.

Student Deanships

Carolina: 787-257-7373, Ext. 3330, 3796

Cupey: 787-766-1717, Ext. 3746, 3705

Gurabo: 787-743-7979, Ext. 4155, 3512

6 Retention Services at your fingertips

Academic Advising:

- Assistance with your class program
- Interpretation of your curricular sequential
- Follow-up on your academic progress
- Direct referrals for other needs

Profesional Counseling:

- Personnel
- Academic
- Vocational
- Satisfactory Academic Progress Standard (SAPS)
- Group workshops

Tutorials:

- Academic support services in face-to-face and remote modality.
- Services are offered individually and/or in groups.
- Participants are assisted by peer students.
- Services are programmed in basic and concentration courses.

Emails for Retention Offices

Carolina and University Centers:

retencioncarolina@uagm.edu

Cupey and University Centers:

retencioncupey@uagm.edu

Gurabo and University Centers:

retenciongu@uagm.edu

7 Financial Aid



FAFSA

The Financial Aid office is available year-round to clarify doubts related to your **FAFSA**. You can also apply for programs such as study and work.

Contact a financial aid advisor at any time to evaluate new and available financial aid that you may be eligible for.

Remember to access **fafsa.gov** to complete your **FAFSA 2024-2025** by or before **April 30th**.

Emails for Financial Aid Offices

Carolina and University Centers:

asistecon-ca@uagm.edu

FAFSA Federal Code: 011718

Cupey and University Centers:

asistecon-cu@uagm.edu

FAFSA Federal Code: 025875

Gurabo and University Centers:

asistecon-gu@uagm.edu

FAFSA Federal Code: 011719

Services for your well-being and integral development

Rights and responsibilities of the student to receive financial aid

Rights

1. Know about the financial aid available in the institution, including federal, state, and institutional programs based on the student's need.
2. Know how to apply and the deadlines to file the application for the available financial aid.
3. Know the study costs, including tuition and other fees, books, supplies and other miscellaneous expenses.
4. Know the university's withdrawal process, the institutional refund policy, and the federal funds refund process.
5. Know the eligibility requirements of each financial aid program and the criteria used to determine the granting of aid.
6. Know the requirements of the Satisfactory Academic Progress policy which the student must comply to continue receiving financial aid. Also, the procedure to restore eligibility to financial aid programs, in case of non-compliance.
7. Know the amount of financial assistance you will receive from Title IV, when and how it will be disbursed and what loan funds will be subsidized and not subsidized.
8. Know the terms of any loan obtained by the student and or the student's parent as part of the group of financial aid granted, including the interest rate, the amount of the loan to be paid, the time allowed for payment, when it begins the repayment period and what cancellation, and deferral conditions apply.
9. Know the general conditions and terms applicable to any employment hired by granting federal funds from study and work sources as part of the group of financial aid awarded.
10. Request that the granting of financial aid be reviewed, in case of understanding that there was a mistake in the computation of the aid, changes in the academic charge or changes in the family's economic situation.

Services for your well-being and integral development

Responsibilities

- 1.** Review and consider all the information of the study programs offered by the University before enrolling.
- 2.** Know and comply with all deadlines to request or file documentation related to the Financial Assistance Programs or to appear at the office.
- 3.** Read and understand all the documents or forms that you are asked to sign.
- 4.** Provide the information required by the financial aid advisors or the agency from which you requested financial assistance. According to this information, if necessary, you must make the corresponding corrections in the applications.
- 5.** Notify the office of any change in information that affects the one you provided when requesting financial aid.
- 6.** Certify that any financial aid received will be used to pay for the study expenses at the corresponding post-secondary institution.
- 7.** Perform satisfactory academic progress.
- 8.** Pay the loans you have received. By signing the promissory note, you agree and force yourself to repay the loan. Certify that you are not classified as delinquent or delinquent on a federal student loan, or that you have made satisfactory payment arrangements to fulfill the promise of payment.
- 9.** Certify that you are not an overpaid debtor on any federal scholarship.
- 10.** Appear and complete an entry interview when requesting a student loan. Appear and complete an exit interview by lowering the academic charge to less than $\frac{1}{2}$ time, discontinue studies or finish the degree you aspired.
- 11.** Notify the university Financial Aid Office of any change in your name, address, student enrollment status with full load, with $\frac{3}{4}$ of charge, $\frac{1}{2}$ of charge and less than half time.
- 12.** Know the policy of reimbursement of tuition fees of the institution, as well as the return policy of Title IV funds. You must know the consequences of giving total low (withdraw). You may have to start paying the loan.
- 13.** Know how and when the financial aid will be received.
- 14.** Know the facilities and services for people with functional diversity or disabilities.

8 Medical Services

Receive professional guidance for common symptoms such as fever, headache, vomiting, diarrhea, and medical advice as to what to do in an emergency.

Additional services:

- Coordination for a medical appointment
- Initial assessment
- Orientation and reading of laboratory reports
- Guidance on health issues and a healthy lifestyle
- Referrals and issuance of medical orders (if necessary)
- Guidance on preventive measures to avoid contagion and spread of COVID-19

Contacts: **Cupey**

787-766-1717, Ext. 3543

Jannette Rivera Rosa

Registered Nurse

jriverar@uagm.edu

Carolina

787-257-8080, Ext. 3550

Lydia E. Meléndez Morales

Registered Nurse

lmelendez@uagm.edu

Gurabo

787-746-3009, Ext. 3553

Luz E. Berríos Velázquez

Registered Nurse

leberrios@uagm.edu

"STUDENT RIGHT TO KNOW PL 101-542 AND CAMPUS SECURITY ACT & ANNUAL FIRE SAFETY REPORT (AFSR)"

It is important to keep the university community informed about the Ana G. Méndez University (UAGM) criminal incidences in compliance with the federal provisions of the Student Right to Know PL 101-542 and Campus Security Act, (ASR) & the Annual Fire Safety Report (AFSR). ***The Annual Fire Safety and Reporting Report – Safety Standards, Policies and Regulations*** for each campus and university center is available on your campus website and in the "Student Consumer" area on the following link:

uagm.edu/es/vida-estudiantil/seguridad

For more information, you can contact the Assistant Vice Presidency for Occupational Safety and Health staff on extensions 6504, 4158. At Ana G. Méndez University, we are committed to maintaining a safe and risk-free study and work environment for our university community.

Cupey Campus: 787-766-2383

University Centers: Bayamón and Aguadilla:
787-288-1113

Gurabo Campus and University Centers:

Cayey, Ponce and Yabucoa:
787-746-3008

Carolina Campus and University Centers:

Cabo Rojo, Santa Isabel and Barceloneta:
787-257-7333

Follow these safety recommendations

Universidad Ana G. Méndez (UAGM) eliminates the mandatory requirement to wear a mask in interior and exterior spaces of its facilities. However, in some laboratories and clinical areas, the use of the mask will be maintained, as established in the new administrative order of the Department of Health.

At UAGM, we recommend continuing with the following precautionary measures to guarantee the health and safety of our university community:

- Maintain physical distance.
- Avoid crowds.
- Frequent hand washing with soap and water.
- When coughing or sneezing, cover your mouth and nose with your elbow bent or a tissue. Dispose the tissue and sanitize your hands immediately.
- Stay home if you have symptoms or are sick.
- Exercise prudence and your good judgement during activities and holidays.
- Continue with the vaccination processes as established by the Department of Health.

