



# **Consumer Information 2019-2020**

## **Dear Student**

The Universidad Central del Este (UCE), is a private Institution of Higher Education, open to all currents of thought, committed to the search for truth and knowledge, without distinction of political creed, religious, race or socio-economic status.

Considers as essential, the commitment to the wellbeing of the population through educational and cultural services, as well as the research, creative stimulus, critical thinking and an ethical and humanist vision of the training of professionals in order to meet their needs of individuals and society. The University statutes identify three Commitments in the institution's motto as follows: "**Sacrifice, Study and Responsibility**".

Therefore, the Universidad Central del Este is Committed to manage, obtain and administer Financial Aid for students who needs it and who meet the eligibility requirements. They come from Federal Funds and the private sector.

The Financial Assistance Program consists of Federal Loans, Private Loans and in addition to this, UCE also has Scholarship Programs, managed by the Student Services Department dedicated to Dominican Students.

This manual provides detailed information about the Financial Aid available, the rights and duties of students who qualify for receiving them, the same way the Federal Funds are handled in the US. Also, you can learn how to apply for your aid.

We included the requirements, rules and regulations of security that our students must know.

The Financial Ad Office of Universidad Central del Este will be always available to offer you any additional information you might need.

Welcome to our Family!!

**Lic. Denisse Pestana Torres**

Financial Aid Director

2019



# Institutional Information

## **Brief Historical Review Universidad Central del Este**

Universidad Central del Este (UCE) was created in the year 1970, by initiative Of Dr. José A. Hazim Azar and a group of collaborators. Acquires legal personality By Decree No. 1205, issued by the Executive Branch on July 2nd, 1971, through which he is authorized to issue academic degrees' diplomas with the Same scope, force and validity as those issued by the official institutions or Autonomous of the same category.

The American Chamber of Commerce is the place where the UCE started in 1970.

The emergence of the UCE marked a stage of hope for young people in the East region of the country that had seen their aspirations of obtaining a professional title, with a high level of quality, that allowed them to incorporate a successful way to the world of work. By his prestige, it managed to draw attention of students from different countries of the world.

The UCE was founded under a vision of integral development for the Est Region also for the country, so that its strategies are oriented towards teaching, research, and community services, as well as recreational activities.

Its infrastructure was conceived in such a way that from that time on, The academic environment and the comfort of its classrooms.

In its beginnings, the curricular offer was oriented towards the sectors of health, education, services and technology. The first careers were: Medicine, Engineering and Architecture, Bioanalysis, Education with different mentions, Accounting, Business Administration, Law and Dentistry.

Over the years, the UCE has evolved by adjusting its curricular offer to the requirements of national and international society and the aspirations of students. In this sense, it has been enhancing the following careers Systems

Engineering, Tourism and Hospitality, Basic Education, Marketing, Nursing, Psychology and Veterinary Medicine.

With the purpose of facilitating the training, specialization of the graduates and Meet the human resources needs of the community, the UCE has created Various programs at the post-graduate level, such as: Master's in Public Health, Master's in Management and Master's in Human Resources. They are also offered Specialties in Marketing, Production Management, as well as administrations of Schools.

In the area of health, medical specialties are offered through the Teaching Hospitals of the University, both in Santo Domingo, as in San Pedro de Macorís. By the end of the first decade of its foundation, the UCE had accumulated sufficient Experience in the academic and administrative field, so It decides to expand Its Offers to other communities in the country, allowing young people with Aspirations for advancement to have the opportunity of access to education Of an upper level.

Thus, in 1979, the creation of extensions began in some Communities such as: La Romana, San Cristóbal, Montecristi, San Juan de la Maguana and Barahona. In each of these Provinces the pressure was decisive Towards the UCE of several representative sectors, for the installation of an enclosure academic building.

Thousands of professionals in the field of Law school, Engineering school, Education school, Administration school, Accounting school, among others, have contributed to the development Economic, social and cultural development of these distant communities.

## **MISION**

The fundamental mission of the UCE is to form in a comprehensive way qualified and responsible professionals and technicians in diverse disciplines related to the Health Sciences, Humanities, Legal, Administrative and of Systems, Economic, Social, Engineering and Natural Resources, through offers Relevant academic, extension, linkage and services, that promote individual and collective development.

## **VISION**

It is the vision of UCE to be an institution of national prestige and international projection; Of academic excellence in the development and management of knowledge. Focused on the training of professionals, with values based on truth; To the service and transformation of social and economic reality, to the scientific and technological progress of the region, the country and the world.

Universidad Central del Este has 47 years training professionals in different areas, which have stood out nationally and internationally. It is located to the east of the country in the city of San Pedro de Macorís, 45 minutes from the city Santo Domingo, and 30 minutes from the International Airport of las Americas.

The main campus of UCE has a total area of 148,000 m<sup>2</sup>, of which a third is construction. The buildings consist of five large blocks:

The Rectory Building, where the Rector's Office is located, Vice-Rector's Office, Academic Coordination and the following Academic Departments:

Medicine, Law, Systems Engineering, Education, Engineering, Architecture, Teaching Development, as well as offices Administrative, - Registration, Admissions, Student Services, Financial Aid, Human Resources, Purchasing, Finances and Audit.

- Four buildings with a total of 126 classrooms, each with an average capacity of 60 students. The Computing Center of the Faculty of Systems Engineering is there as well.
- Building III - Laboratories of Basic Sciences, Specialties, Research Center, Dean of Postgraduate of the Department of Pharmacy and Dentistry.
- Building IV - Faculty of Law and Continuing Education.
- Cultural and Sports Arena is a building with a roof that has an area of 3,886 m<sup>2</sup>.

The seating area has a capacity for 5,000 people. It also has a softball field with an area of 10,000 m<sup>2</sup> in which the tournaments inter, and extra walls take place.

- Library.
- UCE Hospital Center, San Pedro de Macorís





## **WE HAVE ADDITIONAL COSTS CORRESPONDING TO:**

Medical Insurance: US\$ 224.00

## **UNIVERSITY REFUND POLICY AND THE EFFECTS OF WITHDRAWAL.**

When a student wishes to withdraw one (1) or more subjects (partial withdrawal), certain factors must be considered to determine the effects that the withdrawal will have on the student and in this way inform the student about the consequences of their decision.

One of the advantages of an officially withdrawn subject is that it will not be considered for the calculation of the academic index.

The points that must be considered when making the partial withdrawal are the following:

**Academic Status:** It is necessary to consider if the student is in academic test, if he has withdrawn the subject previously and the number of times that has been withdrawn. For this, verify an internal record of the student, considering his / her academic record in both the current and previous courses, if that is the case.

### Notify the Student of the Consequences of Partial Withdrawals:

- The student may withdraw the same subject a maximum of three times during the race (Art. 60 Academic Regulations).
- If it is the third time that you withdraw this subject, you can only take up to a maximum of 15 credits the following semester, until you approve this subject.

In this case it will be compulsory to select the subject in question.

- If the student in question is studying medicine or dentistry a partial withdrawal can affect your level change (from Pre-Medical to PreClinic, Pre-Clinic to Clinic and Clinic to Boarding) so you could have That give up to an additional semester to complete its level, since according to resolutions 14/2010 and 22/2011, you cannot go

from one level to another, until all the credits of each level have been approved.

- Check if the subject is a prerequisite of another. For example: If the student withdraws General Chemistry this semester, it will not be able to take Inorganic Chemistry in the following semester.
- -If the student participates in the Federal Loan program, it is necessary to appear before the Department of Financial Assistance, where they will be given the necessary guidance on the policies of Satisfactory Academic Progress (SAP) and Time and Average, as well as the impact of these Regulations on your eligibility for federal loans.

### **TOTAL, REMOVALS:**

When a student wishes to make a full withdrawal of a semester, certain factors must be considered to determine the effects of the withdrawal on the student and thus inform him of the consequences of his decision.

The student may make a maximum of two (2) total withdrawals during his or her career. The withdrawn semester is that it will not be considered for the calculation of the academic index.

For a first total withdrawal, the student must justify to the corresponding address, the reasons for the same. If the situation warrants it, the Management will send the student to the Counseling and Psychology Department for evaluation and recommendations.

With a third total withdrawal, the student is separated from the race, unless he is present before the Vice-rectoría of Communication and Student Services causes of force majeure; In case of being received by this, will submit it to the Academic Council for its decision.

The points that must be considered when making the total withdrawal are the following:

#### **Notify the Student the Consequences of Total Withdrawals:**

In the case of a student with Federal Loan facility, it is necessary that he / she appear before the Department of Financial Assistance, where the necessary orientations will be given to the student about the policies of Satisfactory Progress and Time and Medium, as well as the impact of these Regulations on your eligibility for federal loans. In addition, this student must complete the Exit Interview in said Department.

Students who are federal loans; When you register with a receipt at zero, you will not be refunded money, but rather you will be eliminated all or parts of the charges, as appropriate.

	<b>WITHDRAWAL PERIOD</b>	<b>PERCENTAGE OF CHARGE TO REMOVE %</b>	<b>AMOUNT PAYABLE PER STUDNET</b>
1.	Before the start of the semester	100	0
2.	1st and 2nd. Class week	90	10
3.	3rd Class Week	70	30
4.	4ta. And 5th. Class Week	40	60
5.	6th and 7th. Weeks Classes		
6.	8th Class Week On	No Refund	100

Unless the student withdraws before the start of the semester, the health insurance charge will not be waived.

Before you make a withdrawal, either partial or total, go through the Department of Student Services (if you are a Dominican student) or International Affairs (If you are a foreigner) to advise you of the consequences of your decision.

### **Re-registration Process.**

As a student of federal loans, to re-enroll you must go to the Financial Assistance Department, within the enrollment dates established on the academic calendar, to complete your re-enrollment intention. This form must be taken to the Fund, where you will receive a receipt in US \$ 0.00 (Zero dollars) which will leave you registered for the next term.

If you are a foreign student, and you need a payment agreement for your registration for the next term, please go to the Department of International Affairs, who will gladly assist you with this process.

## INSTITUTIONAL POLICIES

All regulations and policies of the University are described in the different regulations: Academic Regulations, Student Regulations, Disciplinary Regulations and Scholarship and Credits Regulations.

These are available through the UCE portal [www.uce.edu.do](http://www.uce.edu.do) by clicking on the tab of Information Center and Library.

This will lead you to the different links of Institutional Regulations, Resolutions and important documents that each student should know.

## MAP OF UNIVERSIDAD CENTRAL DEL ESTE





**Financial**

**Aid**

**Information**

Universidad Central del Este has some different aids for students, both national and international, you will find the details described below:

## FINANCIAL AID

### **General information**

Any eligible US citizens or permanent residents can borrow Federal Direct Loan Program at our university. The program consists of Direct Stafford Loans and Direct PLUS Loans for Schools of Dentistry, Psychology and others; Currently the Medical and Veterinary Schools are not eligible programs. Students may instead apply to borrow private loans from Sallie Mae.

### **Sallie Mae**

This is a private student loan, based on student credit, which must be requested directly from the Sallie Mae bank, either by telephone or on their website <https://www.salliemae.com>. After this loan is approved, it is certified at the university once that student has a selection made at our institution.

The interest on this loan varies according to your credit score, if you do not have enough credit, you have the opportunity to use a co-signer, this means that the person signing with you must have good credit and can be a family member or a friend.

### **Dentistry and Other Degree Programs**

## **Types of Loans**

1. **Federal Direct Stafford Loans:** Student loans are guaranteed by the federal government of the United States of America. A portion of these loans is called a Subsidiary Loan for Undergraduate students because the federal government will pay interest on this loan while you are studying and during the grace period. Eligibility for this loan will depend on the Analysis of Need that is done in the Department of Financial Assistance of the university. While the Unsubsidized Loan, the student is responsible for paying interest on this loan from the date of disbursement. You will have the option to pay interest while you are studying, or you may choose to capitalize interest.
2. **The Parent PLUS Loan** is an aid available to dependent students at the undergraduate level. This loan is requested by the parents and is based on your credit. The amount you can request will be the Cost of Attendance to the University minus other financial aid received for the same academic period.
3. **The Graduate Plus Loan** is an aid available to independent students at the graduate level. It is based on the student's credit history.

## **Loan disbursement**

Your loan will be certified by the university after your enrollment and selection of subjects and will receive the disbursement to a maximum of 30 or 45 days of your regular attendance to classes.

## **When It Starts to Pay?**

These loans start to be paid at the end of the studies, when you quit or stop attending at least part time. From that moment, you will have a grace period of 6 months. At the end of this time you must make the first payment on your loan. The borrowing institution will previously send you information on how to make the payments. If you do not receive any communication, it is your duty to communicate with the borrowing agency.

In the case of Parent Plus Loans, the parent will make the first payment of interest 60 days after receiving the payment.

## **Federal Loan Application Requirements:**

- Be a citizen or resident of the United States.
- Be enrolled at least part time at the university and be attending your classes.
- Have a valid social security number.
- Be registered in Selective Service, if required.
- Do not default on any other federal student loans.
- Make Satisfactory Progress. Maintain accumulated index (GPA) from 2.00 onwards and comply with the requirements of academic status and permanence defined in our institutional regulations.



- If you are between 18 and 25 years of age, you must be registered in Selective Service.
- Be active in the United States Armed Forces.

### **Determination of Dependency Status**

The amount of loan you could receive depends basically on the level of studies you are in and your dependency status.

A student is considered independent if he meets at least one of these conditions:

- If you are 24 years old or older.
- If you are married.
- If you have legal dependents other than your spouse.
- If you are enrolled in a graduate or vocational program (Pre-Medica approved).
- If you are a veteran of the United States Armed Forces.
- If he is an orphan or in the custody of a court.
- Be on active duty.
- If it is emancipated (under the laws of some states only).

### **Loan Amounts**

Students, according to the program in which they are, will be eligible for the following loan amounts per Academic Year (2 semesters).

### **MAXIMUM AMOUNT PER ACADEMIC YEAR**

<b>Level</b>	<b>Approved Credits in UCE</b>	<b>Dependent Students</b>	<b>Independents Students</b>
Level 1	0-30	\$5,500.00	\$9,500.00
Level 2	31-60	\$6,500.00	\$10,500.00
Level 3	61-90	\$7,500.00	12,500.00
Graduate/ Professional	91 on Wards	N/A	20,500.00

In addition to what is indicated in the table, a Dependent Student can obtain a PLUS loan on behalf of the parents to complete their study expenses. An Independent Student can obtain a GRAD PLUS loan. Loans Plus are based on credit.

The maximum a student/parent may borrow from any combination of loans cannot exceed the Estimated Cost of Attendance as determined by the Office of Financial Aid. Loans are generally awarded for two semester loan periods.

The cumulative loan limit for a student enrolled in a graduate program for the entire student life is \$ 138,500. For Undergraduate level the loan limit is US \$ 46,000 and for Independent students it is US \$ 57,000.00.

## **Responsibilities**

When a loan is received, certain responsibilities are acquired as detailed below:

By signing the payment, you are agreeing to pay the loan according to the terms of it. This is a legal obligation document and stated that except in cases of cancellation of loans, the same must be paid, even if your program of studies is not completed (unless the educational institution closes its doors); Or you cannot get a job after you finish the program.

If the loans are not paid on time or in accordance with the terms of the master payment the student defaults.

## **Federal Loan Application**

If you are eligible to receive federal loans you must submit your application to the Financial Assistance Department of Universidad Central del Este and submit the following documentation:

Free Application for Federal Student Aid (FAFSA): This application is submitted to the US Department of Education at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Request your Pin (and your parent's, if required) at the same internet address or at [www.pin.ed.gov](http://www.pin.ed.gov).

The answer to this document is called Student Aid Report (SAR) and you will receive it within a week. The fact that the student submits the application or receives a notification by e-mail does not necessarily mean that the UCE has received a document processed. Therefore, we request that the student verify in our offices the receipt of the document processed two weeks after submitting it. At that time, if you have any difficulties, we could guide you to ensure that this process is completed successfully.

The Code of Universidad Central del Este is: **G10977**. By using this school code in your Fafsa you are authorizing the Department of Education to electronically send the

processed document to the Financial Assistance offices of the UCE. The student attendance number is 1-800-4 FED AID.

**Master Promissory Note:** This is the loan note and must be filled each time you do the loan renewal, ie each academic year. You must complete this Document through the United States Department of Education website, then print it out and deposit it in the Financial Assistance Department.

**Office Application:** Through this form you provide information about the loan you want and provides important information for processing the loan. processing thereof.

**Entrance Interview:** Contains all information about your responsibilities, duties and rights with the loan. It is imperative to complete it before receiving the first payout of the check.

### **Complete the Virtual Financial Aid Office (VFAO) Interview for 2018-2019**

The school has a virtual financial aid office which acts as its back room processing center. The VFAO collects and stores all your documents, runs eligibility and compliance checks and then, once the school has confirmed your attendance and grade level, links the approval to the Department of Education's Common Loan, Origination and Disbursement Center. The student can log in and see the status of their loans at any time.

Complete the VFAO Interview online: <https://uce.vfao.com/>

**Award Letter:** Financial aid is notified to students through the student's letter of acceptance. This is granted for the academic year (8 months), according to the academic situation and satisfactory progress of the applicant.

This institution complies with the regulations of the FERPA Act of the United States of America, you can find the information on the link in the following link: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. For guidance and questions please contact us:

#### **Denisse Pestana Torres**

Director of the Financial Assistance Department [denisse@uce.edu.do](mailto:denisse@uce.edu.do)

Tel. (809) 529-3562

Ext. 2039

#### **Luis E García Ramirez**

Financial Assistance Officer [legarcia@uce.edu.do](mailto:legarcia@uce.edu.do)

Tel.

(809) 529-3562

Ext. 2141

#### **Pablo D. Reyes**

Financial Assistance Officer [preyes@uce.edu.do](mailto:preyes@uce.edu.do)

Tel. (809) 529-3562

Ext. 2040

Any student of US nationality or residence who is enrolled in any of our academic programs is required to be eligible for Federal Assistance to maintain satisfactory Academic Progress, considering the parameters and conditions set forth in our Policy, as we shall see below:

## Satisfactory Progress Policy

### Universidad Central del Este SATISFACTORY ACADEMIC PROGRESS (SAP) Title IV Direct Loan Purposes Satisfactory

#### Academic Progress Overview:

Satisfactory Academic Progress (SAP) represents an acceptable level of performance in meeting degree requirements within specific time periods. Students maintain SAP by meeting the requirements of the Academic Regulations published on the university website. Students are urged to become familiar with the rules and regulations. The Registrar's office evaluates each student's academic progress at the completion of each semester.

Students who are U.S. student loan borrowers have an additional level of SAP which must be reviewed by the Financial Aid Office (FAO) at the end of each semester/payment period and prior to the disbursement of funds. This review is done in accordance with the U.S. Title IV regulations with the purpose of ensuring that students not achieving SAP, do not receive financial aid, and to reinstate financial aid when the student regains satisfactory academic progress status.

#### Title IV Satisfactory Academic Progress Policy

Title IV SAP (T4 -SAP) is reviewed separately from the academic progress reviews. At the end of each semester the Financial Aid Office reviews borrower's academic transcripts to determine if the student is maintaining satisfactory academic progress. The review includes both qualitative and quantitative elements measuring whether the student can successfully complete the degree program within 150% of the published length of the program.

The reviews are handled for each group of students as follows:

**Undergraduate 1st year students** with no previously attempted post-secondary coursework are considered as meeting SAP for their first semester.

**New Graduate Students** with no transfer coursework being applied to their graduate level transcript are considered as meeting SAP during their first semester.

**Continuing Students, Returning Students and Transfer Students** have their last semesters transcript reviewed to determine if they are making SAP.

### *Evaluation Based on Qualitative and Quantitative Criteria:*

There are two criteria a student must satisfy to be viewed as making T4 -SAP: Qualitative (Grade Point Average), Quantitative (Attempted Credit Threshold) which includes a measurement of the pace on which the student is progressing through their program.

All non-remedial institutional and transfer coursework including repeated courses, attempted by the student regardless of whether the student received U.S. Financial aid for the coursework are included in the FAO's SAP review. Repeated courses and courses with grades of Incomplete or Withdrawal while may not be included in cumulative GPA, are included in the student's attempted credit total for the determination of Pace and Attempted Credit Threshold.

**Qualitative Standard:** The qualitative standard measures whether the student has achieved the minimum cumulative Grade Point Average required to make satisfactory academic progress toward the degree. UCE's students must have achieved a cumulative average of at least a "C". Grades not included in the Grade Point Average are:

- P (AP) Pass
- F(RE) Fail
- I Incomplete
- W(RO) Withdrew
- AU Audit
- IP(CU) Incremental/In Progress

*GPA: Grade Point Average is the quotient obtained by dividing the total quality points by the total quality hours. A "C" Grade Point Average (2.00) is the academic standard required to graduate from the Universidad Central del Este.*

**Quantitative Standard/Attempted Credit Threshold:** The number of credit hours for which a student may receive U.S. Federal Aid may not exceed 150% of the credit hours required to complete the degree. The quantitative measure evaluates the student's pace of progression through the education program within the maximum timeframe. The pace of progression is calculated by dividing the cumulative course credits that the student has successfully completed by the cumulative course credits that the student has attempted. Students are subject to a pace of progression rate of 66.66%.

### **Consequences of Failure to Maintain T-4 SAP**

**Warning Status:** The first time an SAP review finds the student has not maintained T4 -SAP, the student is given the status of "Financial Aid Warning" and may continue to receive one U.S. federal loan disbursement. However, the student is expected to meet the minimum standards (2.0 GPA and a minimum 66.67% overall completion rate) by the end of the warning semester in order to continue to receive financial aid. Failure to meet the minimum standards after a warning semester results in termination of eligibility for Direct Loans.

**Termination of Eligibility:** The Financial Aid Office will send the student written notification (in most cases by email) that their eligibility for Direct Loans has been terminated in the following cases:

- Students that fail to meet the requirements of the warning or probation status.
- Students that may be readmitted or a first-time applicant whose prior coursework is below the minimum SAP threshold, and thus ineligible for U.S. Federal aid unless the student submits a successful appeal.
- Students that have exceeded the maximum time frame limits for the degree.

## INSTITUTIONAL AID FOR LOCAL STUDENTS

The future belongs to you and Universidad Central del Este wants to help you achieve your goals and objectives. If you have been an excellent student, deposit your Notes record to be evaluated, in the Admissions Department. Below you will find the types of scholarships and facilities available to the students of the UCE.

### **SCHOLARSHIP BY INDEX.**

The index scholarship program is the way in which the UCE rewards the young talents of secondary education in the Eastern Region and the country.

To apply in this program, you must:

- Go through the Admissions Department, with your Record of Notes, sealed and signed.
- To have an Academic Average of 95 points in the four years of the baccalaureate.
- Maintain a Semiannual Index of 3.20 and up.
- This benefit includes the total exoneration of the cost of enrollment in the chosen race during the duration of the same.

### **EDUCATIVE CREDIT**

Under this modality the following options are presented:

- FUNDAPEC Educational Credit
- UCE Educational Credit.

To apply in this program, you must:

Go through the Admissions Department, with your record of notes, sealed and signed. Meet the requirements for granting the same.

To have an index of 86 to 94 points of the four years of the baccalaureate.

## **SCHOLARSHIPS FOR THE MEMBERS OF THE SPORTS, CULTURAL AND RECREATIONAL GROUPS.**

**The members of the different sports, cultural and recreational groups will enjoy the exemption of 0% of the total value of the registration.**

To belong to sporting or artistic groups you must go through the Department of Student Services, or call the phone +1 809-529-3562 Ext.2271, 2239.

## **SCHOLARSHIPS OF TEACHING AND ADMINISTRATIVE STAFF.**

Universidad Central del Este with the interest of supporting its faculty and administrative staff, has an excellent scholarship program, for the benefit of its employees and direct dependents.

Universidad Central del Este, maintains agreements of academic and institutional cooperation, with different institutions:

- Apec Foundation for Educational Credit, INC. (FUNDAPEC),
- Ministry of Higher Education Science and Technology (MESCYT)
- Ministry of Youth
- Administrative Secretariat of the Presidency
- Municipal Council of San Pedro De Macorís • Social Security of the National Police (ISSPOL).
- Secretary of State for the Armed Forces (FF AA)
- National Cooperative of Multiple Services of Teachers (COOPNAMA)
- Cemex Dominicana
- National Institute of Training and Teacher Training – INAFOCAN among others.

Doubts or clarifications please call: 849-889-1867, ext. 2239

### **Requirements for permanence in the Scholarship and Credits program.**

- Maintain the academic index required in each modality of Scholarship or Credit.
- To exhibit an appropriate conduct and to comply with the norms established by the University.
- Provide a minimum of 10 hours a week to the University, in academic, administrative and other activities, which will be assigned by the activities department, which will be monitored by the Institution.
- Enroll all semesters in the enrollment period without surcharges, otherwise lose the facility of meca or credit irrevocably.
- Stay in the University continuously and without interruptions, except for any justified health eventualities.
- Continue the information that will be provided through your Institutional UCE email.

## PROGRAMS RELATED TO THE PREVENTION OF DRUG ABUSE AND ALCOHOL:

Types of Programs	Treatment	Rehabilitation	Counseling
Modifying Conduct	Decrease or Elimination of Conduct	Symptoms of Improvement	Assistance to Therapy
Monitoring and Tracing	Lower the rate of frequency of conduct	Occurrence record of behavior	Time out of normal activities.
Acceptance of Problems	Management of Problems through of the patient.	Collaboration and Chance of attitude of patient	Welcome and Accompaniment
Integration with Normal Activities	Improve their Self Esteem	Realization of Daily activities	Increase the levels of your self-esteem and knowledge of I
Management of your emotions	Emotional Control	Self-Control, selfknowledge. Selfcare and self-discrimination of danger.	Positive reinforcement based on self-confidence and the bond of values

### Standards of behavior. Addiction

- Dependency
- Poor handling of their emotions and impulses.
- Low self-esteem
- Inconsistency
- Discordant notes
- Aggressiveness
- Breaks with the affective family system •Neglected



- Customization leak
- Lost in time and space
- Bipolar disorders due to ingestion of prohibited substances and others

## Institution policy related to credit transfer

UCE can recognize the academic work done by students from other institutions of Higher Education, both national and foreign, recognized by the Ministry of Higher Education, Science and Technology of the Dominican Republic (MESCYT). This validation or transfer of credits will be made at the request of the student before being admitted. (Chapter IX, Article 39 of the Academic Regulations)

The validation process will be done in blocks by areas of knowledge or by subjects approved by the student. (Article 40).

The subject content of the subject or block of subjects to be validated must correspond to at least 80% of the program of the subject or block in relation to that of the UCE. (Article 41)

The validation will be done by the Convalidation Officer, together with the corresponding Academic Directorate, a Professor of the area and the endorsement of the Department of Registration, considering the contents and credits of the programs of the subjects offered by the UCE, and the prerequisites. No validation will be accepted after the student is admitted. (Article 42)

### **Criteria for accepting credits from other institutions.**

Only subjects approved with a minimum grade of 70 points on a scale of zero (0) to one hundred (100) or their equivalent in letters A, B, C will be validated. Article 43

The student who has been subject to academic discharge in another Institution will accept the one established in Article 26 "A student from another institution of higher education that has been separated by low academic performance, may be admitted only by recognizing the credits approved with qualification Greater than or equal to 3 points (A and B) provided that the prerequisites are not affected and does not exceed 49% of the total credits of the course to be taken ".

The student interested in validating subjects must present the following documents: Record of Original and Official Notes legalized by MESCYT, curriculum and programs of subjects to be validated coming from the Institution where the studies are carried out. Article 44.

Foreign students from PUERTO RICO shall certify the Institution of origin by the Board of Higher Education and Apostille according to the Hague Convention of October 5, 1961.

For other countries, the UCE Admission Department will inform you and give all the necessary information.

**The validation of subjects will be done according to the following criteria: Article 45.**

- a) The student must have approved a minimum of six (6) credits in the Institution of origin.
- b) Only up to 49% of the credits required for the degree to which the student aspires can be validated.
- c) The student will pay a fee for each validated subject, which will be established by the Institution

See the establishment of RESOLUTION 14/2010 OF THE UNIVERSITY SUPERIOR COUNCIL signed on July 7, 2010 and informed to the UCEANA Community.

**GENERAL SAFETY AND EMERGENCY PLAN OF UNIVERSIDAD CENTRAL DEL ESTE.**

Because the Central University of Central America, must ensure the safety of its students, employees, teachers, and the general public, an emergency plan has been prepared to be implemented within the university campus.

**RISK MANAGEMENT:** It is the set of knowledge, measures, actions and procedures that are oriented to the planning, organization, direction and control of activities related to the prevention and attention of disasters. These risks are defined in three parts:

**First Before:**

1. Identify the danger.
2. Analyze the vulnerability.
3. Calculate the risk.
4. Define specific prevention.
5. Preparation and education.

**Second During:**

- 1- Apply the knowledge gained regarding the preservation of physical integrity.
- 2- Facilitate access and work to emergency personnel.
- 3- Follow the instructions of the emergency personnel.

In addition to taking immediate action in any eventuality of natural phenomena (earthquakes, hurricanes, etc.), as well as to disasters caused as a result of Our own actions (fires, bombs, etc.), should detect situations related to this aspect that merit attention and make preventive and corrective recommendations in this regard.

Security is everyone's responsibility and the Office of Security oversees coordinating preventive and informative security efforts, as well as taking corrective actions to maintain a safe environment in our institution. Given the importance of maintaining the physical plant in a safe environment, the maintenance and cleaning staff will collaborate with the safety of service in the enclosure.

In order to prevent situations that threaten security, procedures are established, and actions are implemented that promote education related to different risk situations and the action to be taken before, during and after.

These procedures are based on reports from the Civil Defense, the Emergency Security Committee (COE), and the Department of Seismology.

All members of the university community will have a validated identification. Visitors will be identified with the service guard at the entrances to the venue and any vehicle entering the university grounds must have access permission (in this case, their entry ticket) and their drivers will be governed by the rules of speed control, Parking lots at the indicated locations, access to ramps and stairs will be kept free of people and obstacles. Green areas and trees will be pruned regularly, and lighting will remain in good condition. The service security personnel (Supervisors) will give rounds around the premises and if they notice any anomaly, they will correct it and inform the Director of Security, in addition to annotating them in the book of news. Service Safety Supervisors will be maintained throughout the day and night in observing, detecting and troubleshooting safety hazards such as misplaced dangerous objects, slippery areas, and others.

**ASSISTANCE AID PROGRAMS.**

- 1- Doctors and ambulances (Red Cross Movimed).
- 2- Supervisors UCE. 3- Firemen.
- 4- Policemen 5- Civil Defense.
- 6- Red Cross
- 7- 911

Emergency telephones must be in visible place near the Administration.

### **VIGILANT POST ORDERS.**

Use available radio for faster and more effective communication.

When a casualty or contingency occurs, you must act quickly and call for help and inform security and always following these provisions.

Employees should use the installed safety devices (medicine cabinet, fire equipment, emergency exits, alarm systems’).

Emergency Brigades must act according to their instructions.

### **IMMEDIATE ACTION IN CASE OF FIRE.**

- 1- Give the alarm bell in a prudent way so as not to create panic.
- 2- Maintain calm and serenity to act. 3- Assess the dimensions of the fire.
- 4- Take the nearest fire extinguisher.
- 5- Take it to the place of the fire, without removing the insurance.
- 6- When reaching the place of fire, remove the safety, take one hand with the hand of transport and with the other hand the hose, nozzle or bugle.
- 7- Approaching the fire in favor of the wind, as far as possible.
- 8- Activate the trigger by directing the discharge to the base of the flames in a reciprocating manner.
- 9- The fire extinguisher must be totally discharged on the fire, making sure not to leave embers that could restart the fire.
- 10- Remove from the place, trying not to turn away or watch closely even after suffocating.
- 11- Place the extinguisher emptied on the floor horizontally.
- 12- Evacuate all persons from the area, according to evacuation instructions and if necessary, to make a general evacuation.
- 13- If it is a machine that produces the fire, it must be disconnected.
- 14- Turn off the air conditioning of the place or central air.
- 15- Refill extinguishers.
- 16- Make the report of the incident.

### **Not Working Hours:**

- 1- Our office facilities are guarded by security personnel constantly 24 hours a day.
- 2- As soon as the post guards notify a new facility, they will notify the immediate supervisor to verify the situation and take the measures that the case warrants.
- 3- If it is necessary to enter the establishment, it will be done with the presence of the Security Supervisor.

### **POSSIBILITIES OF THEFT.**

The main activity of this statement makes us think about the importance we must have in the planning and protection of our inventories; it is an effort of all to maintain quality by providing the correct behavior of our behavioral norms.

### **ANSWER TO THEFT:**

- 1- Fixed positions of Watchers.
- 2- Patrols.
- 3- Control of keys.
- 4- Protection Lighting.
- 5- Control of documents. 6- Control of waste.
- 7- Control of tools
- 8- Control of office equipment. 9- Stationery control 10- Personnel control. 11- Inventory Control 12- Alarm systems 13- Special Services.

### **POSSIBILITIES OF EARTHQUAKE.**

- a) It is never known when an earthquake or its intensity will occur.
- b) Always be prepared for any kind of emergencies.
- c) This means being prepared to react immediately to survive, save lives, protect property, prepare psychologically that you do not have to go running senseless causing injuries to others like your own, you have to learn to act with serenity, to be patient and controlling Your nerves.

### **SAFETY RULES DURING An EARTHQUAKE:**

- a) Remain calm. Having courage and not terrorizing or running, this is the main rule of safety, usually the sense precedes the movement for a split second, this is

enough time to react and act, if you can stay calm you can control with greater Emergency situations. All consequences that may arise with decision-making should be considered.

- b) Inside a building, do not try to get out.

## **CONDITIONS OF DANGER**

- 1- Stand under a building beam, the frame of a door or any part of a structural frame of the buildings, these are the less likely to collapse and are also those that absorb the impact of any object that falls.
- 2- We can also protect ourselves by staying under a strong table or desk.
- 3- We should never approach the windows, on the contrary it is recommended to look for the corners of the building.
- 4- The most important thing: you should look for a shelter that provides a space of air in case of collapse, if the shelter moves does not come out, stay below if necessary, we must be careful of falling objects, such as bricks, lamp, Masonry, glass etc.
- 5- Move away from windows, sliding doors with glass, mirrors, planters or pots or hanging or suspended objects.
- 6- Collect anything that is on hand and that can protect us from sharp objects.
- 7- We should not rush to leave.
- 8- Stairs, if they exist, can be collapsed and the outlets saturated with people, we should never use the elevators.

If we were in a very busy place. We must not rush to leave, we should seek the best exit with the greatest care possible considering the risks of the EVACUATION ROUTE, if known. If they do not know ask and / or take the necessary precautions.

## **IF WE ARE ON THE STREET:**

- 1- Moving away from buildings, walls, light poles and electric power, these are very dangerous in case of earthquakes and fires, it is very common to find cables pulled and loaded with energy after an earthquake, for which it is very important that we know some or Most security procedures.

- 2- If we are inside a car and have fallen wires loaded with energy on it, we must stay inside it. The car is usually isolated and unless we touch metal parts, it will protect us from electric shock until we receive external help.
- 3- People, metal and wet objects are conductors of electricity.

## **SAFETY RULES AFTER THE EARTHQUAKE.**

### **Within the first minutes:**

- 1- Do not be terrified, remain calm and think, waiting for the whole movement to end, do not go down the stairs running and do not rush to the outside.
- 2- Lanterns are some of the best light sources after an earthquake, do not light matches or cigarettes or actions any type of electrical switch, proceed with extreme caution.
- 3- Protect your hands in areas near glass or splinters, as well as protect your head and face.
- 4- Develop a quick inspection to detect possible injuries or people trapped, if necessary and if you have the knowledge apply FIRST AID, but never try to transport seriously injured persons, unless they are in danger of collapse or an explosion or Something similar.
- 5- Develop a review of the area trying to detect comatoses of fires, gas leaks or some other type of risk.
- 6- If a fire is detected, turn off all the flames, disconnect all electrical equipment and cut off the general electric power, close the main gas valve, check the water pipes.

### **Within the next few hours:**

- 1- No electrical switches, equipment or devices with open flames if gas leakage is suspected, this may cause an explosion or fire.
- 2- Do not neglect the care of injured or trapped people, seek help if necessary.
- 3- Use battery radios to keep you informed of events in case of disasters due to lack of electricity.
- 4- Try to clean the place where glasses, rusty iron, rubbish and harmful toxic products are found.
- 5- Do not drive a vehicle unless it is extremely necessary, if it is in your hands, clear public thoroughfares for emergency vehicles.
- 6- Use the telephone to report cases of extreme emergency.
- 7- Try to keep enough food for the next few hours or days, do not eat or drink canned foods.
- 8- Promote cleaning, saving water and so on.
- 9- Inspect the locality where we are in order to detect risks on the structures of buildings or any type of risk and not occupy until completely sure of the extinction of risks.

## **EVACUATION.**

It is the action by which a place or situation that is under dangerous conditions is abandoned or vacated.

#### **PREPARING TO LEAVE THE WORK AREA:**

- 1- Try to stay calm and try not to alarm your colleagues.
- 2- Acting quickly, but without precipitation.
- 3- Disconnect the electrical equipment at your expense.
- 4- If possible, keep work papers and securities under lock and key.
- 5- Follow instructions from the Department Manager, floor or building, or in case of Security personnel, who coordinate the actions. Do not make decisions individually.
- 6- Placed properly formed in the lines of the exit that is ordered. 7- Have knowledge of the meeting point.

#### **DURING EVACUATION:**

- 1- To avoid falls and slips, do not wear high heels or shoes, in any case it is preferable to go down barefoot.
- 2- Do not use the elevators, if they exist.

#### **KEEP THE ORDER AND CALM:**

- 1- Follow the designated evacuation routes.
- 2- Go down the stairs in a continuous way, with order, without stopping, do not run or push your companions.
- 3- Assist your physically disabled peers.
- 4- Do not try to come back if you forgot something. 5- Do not run, do not push, do not shout.

#### **AFTER EVACUATION:**

- 1- When reaching the ground floor, go to the concentration area, do not stay in the vicinity, you can take risk without need.
- 2- Do not obstruct the actions of rescue or combat of a fire.
- 3- Remember that the crowds of curious people distract human resources that can participate in relief work.
- 4- Do not try to return to your workplace, whatever the reason.

### **RISK ASSESSMENT OF CENTRAL DEL ESTE UNIVERSITY**

#### **THREATS:**

- 1- Earthquake
- 2- Protests
- 3- Rains, (floods of Paqueo)
- 4- Fires
- 5- Cyclones



- 6- Terrorist Attacks
- 7- Spillage or fuel leakage (external)

**THE WATCHER MUST:**

- 1- Introduce yourself 30 minutes before your shift is due.
- 2- Arrive properly uniformed with regular haircut, neat, well shaved and polished footwear.
- 3- Monitor inside and outside the premises the safety of customers, employees and merchandise.
- 4- Stay in your assigned position, mindful of the care of your responsibilities.
- 5- Bring a service book with you to record everything that happened during your service shift, which should inform the service supervisor and the Safety Manager.
- 6- Inform the personnel of the following shift, the instructions to be given by the Chief of Security.
- 7- Report immediately to the Chief of Security, any situation that endangers the safety of the company, employees and students.
- 8- Be in the expectation of any person who enters packages or packages, and will follow up until leaving the premises, will also apply to internal staff.
- 9- Record data to vehicles with suspicious persons near the premises, notify immediately.
- 10- Memorize as far as possible the physique of the people that enter the enclosure and that their attitude is suspicious.
- 11- Stop any person attempting to leave the premises with an item and without the corresponding authorization, should call the Service Supervisor.
- 12- Detect the arrival of our executives and be active.
- 13- Be attentive to calls for support from the Safety Manager under any circumstances.
- 14- Do not allow entry after hours unless otherwise authorized in writing by the Department of Safety.
- 15- Every visitor will sign the visitor record both at the entrance and at the exit and will be asked for an identification document to give him the visitor's card.
- 16- The security guard will tell you which parking spaces are designated for visitors.
- 17- The guardian will announce the visit to the employee in question, or otherwise, will indicate the waiting room, where the referred employee will pass.
- 18- All merchandise leaving the company must have a driver signed by the authorized person of the Department.
- 19- The employee or visitor must declare any equipment or material that enters the company to avoid inconveniences upon departure.
- 20- All employees arriving after hours must present their identification card.
- 21- Former employees are not authorized to enter the plant, they should be questioned, what is the reason for their visit?

**EVERY MONITORING PROVIDER SHOULD CONSIDER THE FOLLOWING:**

- 1- Never be abusive or compassionate.
- 2- Never give information about University.

- 3- Be polite and show friendship in moderation.
- 4- Keep a firm and active attitude.
- 5- I refused with courtesy to answer no question saying: sorry, company policy prohibits talk about work, if you wish you will give the superior's name, maybe I can help. (Notify immediately).

<b>UCE Incidents</b>		
Classifications	07/01/2017 – 12/31/2019	General Total
Thefts		
Aggressions	1	1
Quarrels	2	2
Simulation of Stole		
Incidents	2	2
Capture from Suspects		
Accidents		
Attempt to Robbery		
Attempt to aggression	2	2
Falsification		
Assault		
Lack of Morals	1	1
Students Assistance		
Violation of Vehicles		
Lacks Committed by Employees		
	<b>TOTAL: 8</b>	

## **SANCTIONS REFERRED TO IN THE CRIMINAL CODE AND APPLIED TO THE FOLLOWING INFRACTIONS**

- 1- VIOLATIONS TO THE LAW OF DRUGS AND / OR ALCOHOL.  
The law that regulates or contemplates the sanctions to this infraction is the Law 50-88.
- 2- SEXUAL OFFENSES  
The Penal Code provides for penalties for this type of offense in Chapter I, Section 4ta, Articles 303-2, 330, 331, 332, 333 and 334, pages 85-91.
- 3- ROBBERY  
The Penal Code provides for penalties for this type of offense in Chapter II, Section One, Articles 379, 380, 381, 382, 383, 384, 385, 386 and following, pages 109-117.
- 4- ASSAULTS  
The Penal Code provides for penalties for this type of crime in Chapter II, Section One, Articles 381, 382 and 383. Pages 109-110.
- 5- HURT OF VEHICLES  
The Penal Code provides for penalties for this type of offense in Chapter II, Section One, Articles 379, 380, 381, 382, 383, 384, 385, 386 and following, pages 109-117.
- 6- HOMOCIDES  
Crimes and crimes against individuals, including Homicide, Murder Parricide, Infanticide and Poisoning. Punished in articles 295, 296, 297, 298, 299, 300,301 et seq. Pages 72-85
- 7- ARMOR POSSESSION  
Law No. 36 on Porte and Holding of firearms.
- 8- FALLS THAT RESULT IN WOUNDS IN THE BODY.  
The Penal Code provides for penalties for this type of offense in Chapter I, Section 2da, Articles 309, 310, 311, 312, 313, 314,315, 316, 317, 318, pages 76-83.

## **GRADUATION RATE OF TOTAL STUDENTS 2014**

<b>TOTAL AMOUNT OF STUDENTS WITH QUALIFICATIONS</b>	<b>8,274</b>
<b>TOTAL AMOUNT OF GRADUATED STUDENTS</b>	<b>1,308</b>
<b>GRADUATION RATE OF TOTAL STUDENTS</b>	<b>86.35%</b>

<b>GENDER</b>	<b>QUANTITY</b>	<b>%</b>
<b>MALE</b>	<b>21,164</b>	<b>46.49</b>
<b>FEMALE</b>	<b>24,360</b>	<b>53.51</b>
<b>TOTAL</b>	<b>45,524</b>	<b>100</b>

**NUMBER OF STUDENTS WITH LOANS IN THE YEAR 2019**

<b>NUMBER OF STUDENTS WITH LOANS IN THE YEAR 2017</b>		
<b>PERIOD</b>	<b>QUANTITY</b>	<b>%</b>
January-April	218	35.39
May-August	205	33.28
September-December	193	31.33
<b>TOTAL</b>	<b>616</b>	<b>100.00</b>

**NUMBER OF DIFFERENT STUDENTS THROUGHOUT THE YEAR 262**

<b>NUMBER OF DIFFERENT STUDENTS THROUGHOUT THE YEAR 2014</b>		
<b>PERIOD</b>	<b>QUANTITY</b>	<b>%</b>
January-April	5,893	33.63
May-August	5,707	32.56
September-December	5,920	33.78
<b>TOTAL</b>	<b>17,520</b>	<b>100.00</b>

**NUMBER OF DIFFERENT STUDENTS THROUGHOUT THE YEAR 7,276**

**Process of Credit Validation.**

Through the validations, the University can recognize the academic work done by students from other Universities.

The validations will be made at the request of the student before and during the admission process. Once enrolled you can no longer apply.

To be able to start with the process of Convalidations the student must submit to the Dept. of Admissions two original transcripts of credits in Spanish or duly translated by legal interpreter, from the University of origin. If the student has been in more than one university, he / she must deposit one of each one.

It is the student's duty to make the Hague Apostille to two (2) Official Credential Transcripts to be duly legalized (if they have completed those studies abroad). The Student will arrange for this document to be sent via private mail (FEDEX, UPS, DHL).

The student will bear all expenses resulting from this legalization process including taxes payable to the Ministry of Higher Education, Science and Technology (MESCYT). The student must go to MESCYT to pay their taxes with the Official Transcript Apostilled in their hands. The student will deliver to the UCE a copy of the payment receipts.

The student must have passed a minimum of 6 credits at the university of origin.

Only 50% of the credits required for the degree that the student aspires may be validated.

For each validated subject you will be charged a fee of US \$ 50.00 per subject. This charge must be paid once the legalization process has been completed.

The legalization process is carried out by the Ministry of Higher Education Science and Technology (MESCYT), previously known by the acronym SEESCYT, which is the state body that governs higher education in the Dominican Republic. The student is responsible for following up on this process, which concludes once that document becomes legalized to this university. MESCYT has legalization costs of documents which are borne by the student.

**Ministry of Higher Education, Science and Technology.**

**Address:** Ave. Maximo Gómez No. 31,

Corner; Pedro Henriquez Ureña,

Santo Domingo, Dominican Republic

**Phone Number** (809) 731-1100

email: [info@seescyt.gov.do](mailto:info@seescyt.gov.do)

[www.seescyt.gov.do](http://www.seescyt.gov.do)

Note: In the case of credit validation, a second set of transcripts must be processed by the Ministry of Higher Education Science and Technology (MESCYT).

See more at: <http://portal.uce.edu.do/admisi%C3%B3n>