



**UNIVERSIDAD CATÓLICA NORDESTANA
UCNE**

Student Consumer Information Manual

Student Consumer Information Manual
Table of Contents:

Institutional Profile	6
Philosophy, Mission, Vision and Values UCNE	7
Philosophy	7
Mission.....	7
Vision.....	7
Values	7
Institutional Accreditation	7
Academic Programs.	8
Academic Calendar.....	9
Laboratories.....	9
Medical Office.	10
Dental Clinic.....	10
Counseling and Psychology.....	10
Library Nazario Rizek-Badia Llabaly.	10
UCNE Auditorium.	11
Restaurant.	11
Sports Center	11
Career Costs.	12
Admissions and Readmission	21
National Students Admission Requirements:	21
Foreign Students Admission Requirements:.....	22
Transferred Students:	23
Criteria for selecting students from the group of applicants available.....	24
How do I apply for Admission?.....	24
1. Documents Reception Process.	24
2. UCNE Admission Test and Result Delivery.	24

3.	Enrollment Process	25
	Readmissions.....	25
	Vaccination Policy.....	26
	Policy of Transfer of Credit.	26
	Registration Procedures (Enrollment Courses).	28
	Attendance.....	28
	Procedures to Withdraw Officially.....	29
	Partial Withdrawal of Subjects.....	29
	Semester Withdrawal (Total Withdrawal).	29
	Institutional Refund Policy.....	30
	Financial Aid.	31
	National Students.....	31
	Scholarship Program:.....	31
	Educational Credit Program:.....	31
	Foreign Students.	32
	Federal Loan Program.	32
	Direct Loan Program (Direct Loan, DL).	33
	Private Loans:.....	33
	Veterans Benefits.....	34
	Who is eligible to enter the program of Federal Loans?	34
	Student Status: Dependent or Independent.	35
	How much can the student borrow?	35
	Annual limits for Subsidized and Not subsidized Loans.....	36
	What is the time frame for a loan?	36
	Payment deferrals or adjournment	36
	Application Process. How to Apply for Federal Loans?	37
1.	FAFSA.....	37
2.	Entrance Counseling.	37
3.	Documents to be delivered to the Department of Federal Financial Aid Funds	38
4.	Master Promissory Note (MPN):	38

Have you applied for loan before? NSLDS: National Student Loan Data System.....	39
Course Load.....	40
Satisfactory Academic Progress (SAP).	40
Criteria for granting financial aid funds (COA Policy).	41
Student Rights Federal Loan.	41
Exceptions.....	42
Responsibilities Federal Student Loans.....	42
Disbursement of Federal Loans (including Credit Balance).	42
Procedures for delivery of the Credit Balance:	42
Return Policy of Title IV Funds. (As of Term 3/2014).	43
Calculating Return of Title IV Funds.....	44
Determination of the date of withdrawal of the student.....	44
Procedures for the calculation:	44
Post-Withdrawal Disbursement (Post-Withdrawal Disbursement):	44
Unearned funds, Accountability and Student Institution:	44
Exit Interview and Repayment of Federal Loans.	45
Grace Period.....	47
Payment Plans.....	47
Student Body Diversity	49
Enrolled Students, Semester 2-2014, by Careers and Sex.	49
Semester 2-2014 Enrolled Students, By Gender	49
Enrolled Students Vs. Students of Federal Funds Program.....	49
Students Enrolled in the semester 2-2014, per Nationality.....	50
Percentage of Students for Full Time and Part Time, by sex, period 2-2014.....	50
Cultural Groups.....	51
Sports Disciplines.	51
Services Offered to Students.....	51
Services for Students with Disabilities.....	52
Orientation and Access.	52
Induction.....	52
Information on logistical support.....	52

Services for Students with Disabilities.....	53
Ramps in buildings:.....	53
Corridors are marked.....	53
Assistance of the Dean of Students.	53
Bibliographic Information Resources in the Commissary.....	53
Disclosure Textbooks University Bursar.....	53
Information about Copyright.	54
Institutional and Policy Relating to Copyright Infringement Penalties.....	54
Disciplinary Actions.....	55
Information Security.	55
Staff Safety:.....	55
User Responsibilities:.....	55
Control Policies and Standards:	55
Notice.....	56
Measures Implemented to Ensure Safety Systems:.....	57
Availability of Employees for Providing the information.	57
Preparation Teachers Program.....	58
Amount of teachers by Faculty/school.....	59
Amount of full time teachers.	60
Programs that the institution has to prepare their teachers.....	60
Authenticity and legal protection of the UCNE	60
Campus Safety and Security Policy	61
Program to prevent abuse of Drugs and Alcohol.....	78

Institutional Profile

Universidad Catolica Nordestana Nordestana (UCNE), is located northeast of the Dominican Republic, in the city of San Francisco de Macorís, in the community of Los Arroyos. It is a Catholic Institution of Higher Education, non-profit and community service.

The campus location is in the most comprehensive ecological natural environment in the Cibao region, in a quiet place away from the bustle of the city making it an excellent place to study.

The UCNE, founded on March 14, 1978, by a group of citizens of San Francisco de Macoris, concerned about the development of the northeast region.

It was initially recognized as “Universidad Nordestana (Nordestana University (UNNE))” by the Executive Branch of the Dominican Republic by Decree No. 3487 of 14 (fourteen) July 1978 (Nineteen Seventy eight) in accordance with the law No. 273 June 27, 1966 and No. 236 of December 23, 1967, authorizing it to issue qualifications and validity in higher education. On August 18, 2001, it was declared as “Nordestana Catholic University (UCNE)” by Decree No. 87 issued by the Bishop of the Diocese of San Francisco de Macoris, in response to resolution given by irreversibly Nordestana University Foundation Inc., in November 23, 2000.

Currently, UCNE is led by the Bishop of the Diocese of San Francisco de Macoris, who is also the Chancellor, Monsignor Fausto Ramon Mejia Vallejo and Rector Rev. Dr. Ramón Alfredo De la Cruz Baldera.

UCNE has always focused its programs in preparing students in different areas of knowledge, with the axis of an academic excellence, demands and global changes in the context of ethical and Christian values.

Through our Institution, our students have several facilities and opportunities to integrate different cultural groups and/or sports.

The development and growth of the human being are in the studies, UCNE offers tools and knowledge to our students, not only to be excellent professionals, being also people with vision, who make a difference in the national and international environment.

Philosophy, Mission, Vision and Values UCNE

Philosophy

The Universidad Católica Nordestana, based on the new Christian humanism through his attempts to make education, science and technology, contributes to the integral development of human beings.

Mission

Universidad Católica Nordestana has as its main purpose to contribute to scientific, technological, social cultural and spiritual development through the process of teaching, learning, research and extension, in the framework of Christian ethical principles that seeks the full realization of the human being within a pluralistic and constantly changing society.

Vision

Universidad Católica Nordestana seeks to be recognized for the high quality of its graduates, academic excellence, their contributions to scientific and technological development, and the promotion of human values and the environment.

Values

With this teaching, research, extension and administrative management action, Universidad Católica Nordestana is committed to the promotion of scientific, ethical, cultural and Christian values; highlighting among them, academic excellence, human dignity, spirituality, responsibility, credibility, honesty, and common good.

Institutional Accreditation

In addition to the decree issued by the Executive Branch of the Dominican Republic, Nordestana Catholic University is credited by the Ministry of Higher Education Science and Technology (MESCyT), which is the agency that regulates the Dominican State Institutions of Higher Education.

In addition to the accreditation of MESCYT, UCNE is accredited by the Dominican Association for Self and Accreditation (ADAAC), (Spanish Acronym), has signed a large number of agreements with national and international institutions and it is affiliated with the following institutions:

- The Dominican Association of University Presidents (ADRU).
- The Inter-American Organization for Higher Education (OUI-IOHE).
- Pan American Confederation of Schools of Hotel, Catering and Tourism (CONPHET).
- International Association of Universities (IAU).
- Dominican Association of Schools of Medical Schools (ADOFEM).
- “Universia”, Network universities.

Academic Programs.

UCNE’s current academic programs are undergraduate (baccalaureates) and postgraduate (Masters and PhD). Our Politecnic School will soon start to offer technical level programs.

We have 5 faculties for 13 undergraduate programs, 6 master programs and two programs of medical residency in coordination with the Dominican Republic’s Ministry of Public Health.

Our degree programs offer:

Faculty	Undergraduate Courses
<i>Faculty of Social and Economic Science</i>	Bachelor's degree in Business Administration Bachelor's degree in Accounting Bachelor's degree in Business Marketing Bachelor's degree in Administration of Tourism and Hotel
<i>Faculty of Health Sciences</i>	Doctor of Medicine Doctor of Dentistry
<i>Faculty of Engineering</i>	Construction Engineering Engineering Systems and Computing Architecture Degree
<i>Faculty of Education</i>	Bachelor's degree in Primary and Modern Languages Education.
<i>Faculty of Legal Sciences</i>	Bachelor's degree in law

<i>Postgraduate Degrees</i>
Master in Management
Master in Construction Management
Masters in Human Resources
Master in Business Marketing
Master in Higher Education
Master in Civil Procedure

Academic Calendar.

Each Academic semester consists of 15 weeks, including the time for final exams, with two weeks of vacation per semester. This distribution allows to complete three semesters in a calendar year.

In order to apply for admission to the institution, the student can choose one of the three different dates specified by the Admissions Department to begin his or her studies in January, May or September.

During the orientation period at the beginning of each semester academic calendar, Students are provided with a detailed. This information is on the website: *www.ucne.edu*. The current academic calendar can be downloaded via the following link:

<http://www.ucne.edu/p/images/docs/CalendarioAcadmico2014-UCNE.pdf>

Laboratories.

UCNE has laboratories for the different careers, with air condition and suitable for experimental practice (experience) for different subjects.

These labs are modernly equipped allowing for experimentation, with the sensitivity and linearity required for proper diagnosis (experience).

Other facilities of the University has for our students practical (experience) are the facilities for practical experience in law, dental clinic, laboratories for Engineering and Civil Systems, a gourmet restaurant for laboratory and practice of Hospitality Management students and different internship programs offered by schools.

Medical Office.

The UCNE in coordination with the Ministry of Public Health and Social Assistance provides free medical services to both; our students and the nearby communities through its dispensary within the University Campus.

Dental Clinic.

UCNE also provides dental services at very low cost, through the clinic under the direction the School of Dentistry. These services are offered from Monday to Friday until 9 p.m. and Saturday morning schedule, to students, community and all who seek this service. Its opened from Monday to Friday until 9 pm and Saturdays during the day.

Counseling and Psychology.

Through the Department of Counseling and Psychology, the University provides students Information about careers, collaboration and service advice for the proper choice of career, counseling techniques, and study habits as well as support, and search for solutions to staff, family and academic conflicts.

Library Nazario Rizek-Badia Llabaly.

The “Nazario Rizek-Badia Llabaly” Library of the University is the axe that promotes and manages services and information resources, as elements of academic and cultural activities, transcending the ongoing effort of technological innovations for managing a date and timely information.

The library offers its services from Monday to Friday, from 8:00 am. to 9:00. pm and Saturdays from 7:00 am. to 3:00 p.m.

We offer the following services:

- Bibliographic material available, both in books and in magazines and newspapers.
- Photocopy services, subject to rules such as: no photocopy of thesis, dictionaries and encyclopedias as well as books.
- Internet services are available, with established standards for access.
- Loan of audiovisual resources, such as: Overhead Transparency, Data-show, among others, certain restrictions apply.

UCNE Auditorium.

The institution has an ample auditorium, which serves the community. Within its facilities we offer conferences, congresses and various educational and cultural activities. The auditorium has three areas for service:

- A Theater with 400 seats.
- Multi-purpose room that houses 200 people.
- Video conference room, equipped according to the needs of our times.

Restaurant.

The UCNE Restaurant that is located in the Student Center that offers different activities that include practice facilities for students of Career Management, Tourism and Hotel Administration.

Sports Center

In this location, the institution offers various activities such as graduation ceremonies, and sports.

Career Costs.

Odontology

Currency: \$RD

Description	Credits	Period	Costs	Total
Tuition	281		1.150,00	323.150,00
Registration Fee		12	5.700,00	68.400,00
Laboratories		5	3.100,00	15.500,00
Monographic or Advanced Course	8	1	25.000,00	25.000,00
Total of credits of the program	289			

Total Cost

RD\$ 432.050,00

Currency: \$US

Description	Credits	Period	Costs	Total
Tuitions and laboratories Usage	281	12	3.300,00	39.600,00
Monographic or Advanced Course	8	1	1.600,00	1.600,00
Total of credits of the program	289			

Total Cost

RD\$ 41.200,00

NOTE: These amounts can vary without previous notification.

Architecture

Currency: \$RD

Description	Credits	Period	Costs	Total
Tuition	240		820,00	196.800,00
Registration Fee		13	5.900,00	76.700,00
Laboratories		3	2.900,00	8.700,00
Monographic or Advanced Course	6	1	22.000,00	22.000,00
Total of credits of the program	246			

Total Cost

304.200,00

Currency: \$US

Description	Credits	Period	Costs	Total
Tuitions and laboratories Usage	240	13	3.300,00	42.900,00
Monographic or Advanced Course	6	1	1.400,00	1.400,00
Total of credits of the program	246			

Total Cost

44.300,00

NOTE: These amounts can vary without previous notification.

Medicine

Currency: \$RD

Description	Credits	Period	Costs	Total
Tuition	341		1.130,00	385.330,00
Registration Fee		14	5.950,00	83.300,00
Laboratories		5	3.240,00	16.200,00
Monographic or Advanced Course	39		1.130,00	44.070,00
Total of credits of the program	6	1	22.000,00	22.000,00
Total Cost	386			

RD\$ 550.900,00

Currency: \$US

Description	Credits	Period	Costs	Total
Tuitions and laboratories Usage	341	14	3.300,00	46.200,00
Internship Cycles	39		6.300,00	6.300,00
Monographic or Advanced Course	6	1	1.400,00	1.400,00
Total of credits of the program	386			

Total Cost

RD\$ 53.900,00

NOTE: These amounts can vary without previous notification.

Bachelor's degree in Administration of Tourism and Hotel**Currency: \$RD**

Description	Credits	Period	Costs	Total
Tuition	208		730,00	151.840,00
Registration Fee		10	5.700,00	57.000,00
Laboratories		2	2.850,00	5.700,00
Total of credits of the program	208			

Total Cost**RD\$ 214.540,00****Currency: \$US**

Description	Credits	Period	Costs	Total
Tuitions and laboratories Usage	208	9	3.300,00	29.700,00
Monographic or Advanced Course		1	1.400,00	1.400,00
Total of credits of the program	208			

Total Cost**RD\$ 31.100,00****NOTE: These amounts can vary without previous notification.****Bachelor's degree in Business Marketing****Currency: \$RD**

Description	Credits	Period	Costs	Total
Tuition	196		640,00	125.440,00
Registration Fee		9	5.700,00	51.300,00
Laboratories		3	2.850,00	8.550,00
Monographic or Advanced Course	6	1	20.000,00	20.000,00
Total of credits of the program	202			

Total Cost**RD\$ 205.290,00**

Currency: \$US

Description	Credits	Period	Costs	Total
Tuitions and laboratories Usage	196	9	3.300,00	29.700,00
Monographic or Advanced Course	6	1	1.400,00	1.400,00
Total of credits of the program	202			

Total Cost

RD\$ 31.100,00

NOTE: These amounts can vary without previous notification.

Bachelor's degree in Business Administration

Currency: \$RD

Description	Credits	Period	Costs	Total
Tuition	190		640	121.600,00
Registration Fee		9	5700	51.300,00
Laboratories		3	2850	8.550,00
Monographic or Advanced Course	6	1	20.000,00	20.000,00
Total of credits of the program	196			

Total Cost

RD\$ 201.450,00

Currency: \$US

Description	Credits	Period	Costs	Total
Tuitions and laboratories Usage	190	9	3300	29.700,00
Monographic or Advanced Course	6	1	1.400,00	1.400,00
Total of credits of the program	196			

Total Cost

RD\$ 31.100,00

NOTE: These amounts can vary without previous notification.

Bachelor's degree in Accounting**Currency: \$RD**

Description	Credits	Period	Costs	Total
Tuition	206		640,00	131.840,00
Registration Fee		9	5.700,00	51.300,00
Laboratories		4	2.850,00	11.400,00
Monographic or Advanced Course	6	1	20.000,00	20.000,00
Total of credits of the program	212			

Total Cost**RD\$ 214.540,00****Currency: \$US**

Description	Credits	Period	Costs	Total
Tuitions and laboratories Usage	206	9	3.300,00	29.700,00
Monographic or Advanced Course	6	1	1.400,00	1.400,00
Total of credits of the program	212			

Total Cost**RD\$ 31.100,00****NOTE: These amounts can vary without previous notification.****Bachelor's degree in Law****Currency: \$RD**

Description	Credits	Period	Costs	Total
Tuition	250		640,00	160.000,00
Registration Fee		11	5.700,00	62.700,00
Monographic or Advanced Course	6	1	25.000,00	25.000,00
Total of credits of the program	256			

Total Cost**RD\$ 247.700,00**

Currency: \$US

Description	Credits	Period	Costs	Total
Tuitions and laboratories Usage	250	11	3.300,00	36.300,00
Monographic or Advanced Course	6	1	1.400,00	1.400,00
Total of credits of the program	256			

Total Cost

RD\$ 37.700,00

NOTE: These amounts can vary without previous notification.

Bachelor's degree in Education, concentration Modern Languages

Currency: \$RD

Description	Credits	Period	Costs	Total
Tuition	200		460,00	92.000,00
Registration Fee		9	5.700,00	51.300,00
Laboratories		4	2.600,00	10.400,00
Monographic or Advanced Course		1	20.000,00	20.000,00
Total of credits of the program	200			

Total Cost

RD\$ 173.700,00

Currency: \$US

Description	Credits	Period	Costs	Total
Tuitions and laboratories Usage	200	9	3.300,00	29.700,00
Monographic or Advanced Course		1	1.200,00	1.200,00
Total of credits of the program	200			

Total Cost

RD\$ 30.900,00

NOTE: These amounts can vary without previous notification.

Bachelor's degree in Education, concentration Initial Education.

Currency: \$RD

Description	Credits	Period	Costs	Total
Tuition	170		460,00	78.200,00
Registration fee		9	5.700,00	51.300,00
Total of credits of the program	170			

Total Cost 129.500,00

Currency: \$US

Description	Credits	Period	Costs	Total
Tuition	170	9	3.300,00	29.700,00
Total of credits of the program	170			

Total Cost 29.700,00

NOTE: These amounts can vary without previous notification.

Computer Systems Engineering

Currency: \$RD

Description	Credits	Period	Costs	Total
Tuition	225		640,00	144.000,00
Registration Fee		12	5.700,00	68.400,00
Laboratories		19	2.850,00	54.150,00
Monographic or Advanced Course	6	1	26.000,00	26.000,00
Total of credits of the program	231			

Total Cost RD\$ 292.550,00

Currency: \$US

Description	Credits	Period	Costs	Total
Tuitions and laboratories Usage	225	11	3.300,00	36.300,00
Monographic or Advanced Course	6	1	1.400,00	1.400,00
Total of credits of the program	231			

General Total Cost Tentative

RD\$ 37.700,00

NOTE: These amounts can vary without previous notification.

Civil Engineering

Currency: \$RD

Description	Credits	Period	Costs	Total
Tuition	243		740,00	179.820,00
Registration Fee		12	5.700,00	68.400,00
Laboratories		9	2.850,00	25.650,00
Monographic or Advanced Course		1	28.000,00	28.000,00
Total of credits of the program	243			

Total Cost

RD\$ 301.870,00

Currency: \$US

Description	Credits	Period	Costs	Total
Tuitions and laboratories Usage	243	11	3.300,00	36.300,00
Monographic or Advanced Course		1	1.400,00	1.400,00
Total of credits of the program	243			

Total Cost

RD\$ 37.700,00

NOTE: These amounts can vary without previous notification.

Bachelor's degree in Education, concentration Basic Education.

Currency: \$RD

Description	Credits	Period	Costs	Total
Tuition	186		460,00	85.560,00
Registration Fee		9	5.700,00	51.300,00
Monographic or Advanced Course	2	1	15.000,00	15.000,00
Total of credits of the program	188			

Total Cost

RD\$ 151.860,00

Currency: \$US

Description	Credits	Period	Costs	Total
Tuition	186	9	3.300,00	29.700,00
Monographic or Advanced Course	2	1	1.200,00	1.200,00
Total of credits of the program	188			

Total Cost

RD\$ 30.900,00

NOTE: These amounts can vary without previous notification.

Admissions and Readmission

National Students Admission Requirements:

Students that have completed High School	Transfer students (from other institutions)
<ul style="list-style-type: none"> ■ Duly completed Admission Application. ■ Birth Certificate legalized. ■ Medical Certificate of Health. ■ High school Transcript. ■ High school Certification officialized by the Ministry of Education of the Dominican Republic (Minerd). ■ Two (2) 2 by 2 photos. ■ Copies of the bearer's identification card or passport if applicable. ■ Certificate of non-delinquency issued by the authorities of the country where the student lived the past year, if applicable. ■ Admission payment receipt. ■ Approve Admission Test POMA or other required. 	<ul style="list-style-type: none"> ■ Duly completed Admission Application. ■ Birth Certificate legalized. ■ Medical Certificate of Health. ■ High school Certification officialized by the Ministry of Education of the Dominican Republic (Minerd). ■ Two (2) 2 by 2 photos. ■ Copies of the bearer,s identification card or passport if applicable. ■ Certificate of non-delinquency issued by the authorities of the country where the student lived the past year, if applicable. ■ Admission payment receipt. ■ An original transcript of the University of Origin, legalized by the Ministry of Higher Education Science and Technology (MESCyT). ■ Certificate of the Admission Test from the University of Origin or take the POMA test or other required. ■ Grades recognition receipt. ■ Transcription of High School Grades.

- All documents must be originals and translated into Spanish; once enrolled, these documents will become the property of the University.
- If you choose to pursue a career in medicine; to move from one cycle to another (Ex. From pre-med to basic sciences) you must approve the cycle with at least 2.5 cumulative index.

To see the requirements and complete observations, please visit our website:

www.ucne.edu Admissions section.

Foreign Students Admission Requirements:

Students who have completed High School in a Foreign Country.

- Admission application form duly completed.
- Original birth certificate legalized by Apostil, if abroad.
- Medical certificate of health.
- Copy of High School Diploma or graduate certification, certified by the department of education, legalized by Apostil, in the country of origin and approved by the Ministry of Education in the Dominican Republic (Minerd).
- High School Transcript certified by the department of education, legalized by Apostil, in the country of origin and approved by the Ministry of Education in the Dominican Republic (Minerd).
- Two (2) photos (2 by 2).
- Photocopy of passport.
- Copy of the Residence Permit (if applicable).
- Certificate of non-delinquency issued by the authorities of the country of residence during the past year.
- Admission fee receipt.
- College Board
- POMA Admission Test or other required.
- High School Transcript, certified by the department of education, legalized by Apostil, in the country of origin and approved by the Ministry of Education in the Dominican Republic (Minerd).

Transferred Students:

- Admission application form duly completed.
- Original birth certificate legalized by Apostil, if foreign.
- Medical certificate of health.
- Copy of High School Diploma or graduate certification, certified by the department of education, legalized by Apostil, in the country of origin and approved by the Ministry of Education in the Dominican Republic (Minerd).
- High School Transcript, certified by the department of education, legalized by Apostil, in the country of origin and approved by the Ministry of Education in the Dominican Republic (Minerd).
- Two (2) 2x2 photos.
- Photocopy of passport.
- Copy of Residence Permit (if applicable).
- Certificate of non-delinquency issued by the authorities of the country of residence the past year.
- Receipt of payment of admission fee.
- Certification of Admission Test from the University of origin or take the POMA test or other required.
- MCAT (Medical College Admission Test) to enter the School of Medicine.
- College Board
- POMA Admission Test or other required.
- Transcript from the University of Origin, certified by the department of education, legalized by Apostil, in the country of origin and approved by the Ministry of Higher Education, Science and Technology in the Dominican Republic (MESCyT).

To see the requirements and complete observations, please visit:

<http://www.ucne.edu/p/index.php/admisiones/2013-09-17-20-09-34/admision-requirements-foreign>.

Criteria for selecting students from the group of applicants available.

- Have Passed the National Tests offered by the Ministry of Education in Dominican Republic (Minerd).
- Have taken UCNE Admission Tests and POMA.
- Comply with the requirements and policies established for entry by UCNE.

How do I apply for Admission?

1. Documents Reception Process.

Once the applicant has the necessary information, deposit all documents in the Admissions Office.

- a. **Pay admission fee and secure receipt and provide medical certificate** (for students who do not have one, we offer services at doctor-UCNE SESPAS).
- b. **Receiving documents:** via a form that serves as a proof of documents received which include the applicant data, the documents deposited, and if so, the missing or pending delivery.
- c. **The Admission Application**, which is completed in the admissions system with data supplied by the student.

2. UCNE Admission Test and Result Delivery.

If the student is for new enrollment, he must take his entrance exam consisting of three tests applied to each candidate: the Study Habits Survey (**EHAE**), Admission Test (**POMA**) and the Career Interest Test (**PIP**). These assessments are applied by the Guidance Department.

Candidates are asked to attend at another date for test results, usually a week later. Depending on the percentage obtained, students must take a Study Habits Workshop, taught by the Guidance Department or take class (s) in Spanish or Math level, coordinated by the School of Education. If any applicant must take any of these, he can continue the normal process, however it is absolutely necessary (for admissions) to pass previously through the appropriate offices for registration in classes or workshop.

Membership Committee:

If transferred student, documents and his profile are studied by a committee formed by directors of different schools, depending on the student's career as well as the Counseling and Psychology department involved.

3. Enrollment Process

After completing this process, the applicant is ready to enroll, which returns to the admissions office for formal admission. It takes place as follows:

- An applicant go to the window area, in order of arrival, gives his code number.
- There is an average wait of about 5 minutes maximum, if the flow of students is not too large.
- The student goes to the Admissions Office and is interviewed personally by the Director of Admissions, Maria Luisa T. Gómez, who is responsible for admitting students to UCNE.

Once the student is enrolled, and after receiving formal welcome to our institution, we proceed to briefly explain the registration process, provide an instructive with dates and academic calendar.

Readmissions

The process of UCNE Readmission applies to students who for any reason have remained for at least one calendar year outside the institution which shall be subject to the policies established for such purposes.

However, if a student has been inactive for a year or more and has less than 85% of the credits of their approved curriculum, upon readmission he will be subject to the last approved curriculum of his career.

When a student has been inactive for 5-6 years in the institution or in another higher education institution, upon readmission will lose 25% of the already completed studies. If inactive for 6 to 7 years the student will lose 40% of studies completed and if inactive for 7 to 8 years lose he will 50% of studies completed.

Paragraph I: If the application is approved we will proceed to evaluate according to policies and standards for such purposes.

The deadline for the readmission process each semester is published in the academic calendar.

For this process it is necessary:

- a. Pay de fee and secure the readmission receipt.
- b. Complete the application form for readmission in the admissions window.
- c. The form goes to the Registrar to for record verification.
- d. When the process is completed successfully, a letter is provided to the student attesting to his acceptance.

Vaccination Policy

Vaccines are prerequisites to enter Rotatory Internship for both medical and Dentistry students before they enter the Dental Clinic cycle.

Vaccination policies of UCNE are specified in the admission requirements.

Physical examination is proven with the Medical Certificate of Health.

To enter clerkship or Clinical Professional area if a Dentistry student, the student must file a copy of the vaccination certificate, with the evidence of receiving:

1. Two (2) doses of DT (Diphtheria and Pertussis).
2. Three (3) doses of Hepatitis B.

Policy of Transfer of Credit.

Transfer of Credit by subject is an official university event consisting in the recognition of the validity, and the incorporation in the academic record of the applicant, of equivalent courses as approved in other Educational Institutions of Higher Education.

Basis.

These standards of Transfer of Credit procedures are based in the Article 9 and paragraph 1-9 of the Academic Regulations of the UCNE.

The goal is to make transparent and agile Transfer of Credit process of students transferred from other Dominican or foreign universities.

The criteria used is as follows:

- a. Curriculum equivalence in content must be at least 80%.
- b. Equivalence in the number of credits.
- c. Approval with C or more.
- d. Approval of any pre-requisites.
- e. Not more than 5 years since the approval of the course.
- f. Not simultaneous study.
- g. If you passed the subject, and have more than five years since passing the subject, if it can be confirmed, if the student has been working in a related area.
- h. Apply for recognition during the admission process, for which it shall proceed as follows:
 - Have a Legalized Transcript deposited in the Department of Admissions.
 - Payment receipt of Recognition and deposit it in the Admissions Department.

- The transcript will be sent to the appropriate Dean, with a communication from the Admissions Office to the Validation Committee; therefore, no documents are received personally.
- It is possible to apply for programs to be considered for Transfer of Credit. These programs must be complete (general data, description, objectives, content, teaching methodology, evaluation method, bibliography, in case of competition based program, the description of general and specific competitions, and the remainder data as described above) to facilitate objective evaluation, incomplete programs will not be received for this purpose.
- Subjects of modular curricula, will be evaluated by assessing the programs and the number of credits, so that although they have similarity of contents, they are not acceptable for more credit than specified in our curriculum.
- When the evaluation is completed, the student may access it through UCNE's computer system after the Academic Vice Rector sends it by email, if applicable, or at the Dean's office where the student will be informed of the content thereof.
- In case of a disagreement, the student may request a review of his application, describing in detail his claim and providing the required documents, not more than 10 days after. If the claim occurs during the registration process, the student must deposit immediately (within 24 hours). It must also determine the subjects he wants to be evaluated and present them in a single application, not a trickle, or depositing multiple schedules for one subject.

Medical School:

- Basic Science Courses approved in a different career than Medicine will not be recognized, complying with the provision of the Rules Enabling School of Medicine stated by the MESCYT.
- No subjects from the Basic Cycle of Clinical Sciences will be subject to Transfer of Credit because the transferring student can only validate 49% of the total credits of our curriculum (189 credits).
- Courses completed in C or more, belonging to the Cycle of Basic Sciences, having fewer credits than those declared in the Curriculum of the School of Medicine of the UCNE may be exempted by verification examination of knowledge, for which the dean will proceed as follows:
 1. Authorize examination by a written communication addressed to the administrative area so they can accept payment and issue a receipt.
 2. Once the student purchases the receipt, he will deposit the original in the Dean of Medicine.
 3. The Dean shall establish the date of the examination in agreement with the student.
 4. The Dean will appoint a teacher of the subject to prepare and administer the examination at the Faculty of Medicine. He will grade it and provide a qualification.
 5. The Dean shall send a communication to the Director of Transfer of Credit with test results. If the student passes the exam, the exemption process is completed. Otherwise

the student should register the subject, as this type of review is authorized only once per subject.

Paragraph: The sum of transferred credits or exonerated subjects cannot exceed 49% of total credits of our curriculum.

Registration Procedures (Enrollment Courses).

The student must complete registration as follows:

1. Select subject in the period allocated through the website:
www.ucne.edu.

It is important to know before making the process:
<http://www.ucne.edu/p/images/inscripcion/InformacionProcesoInscripcionUCNE.pdf>

For the instruction of the registration process, go to:
<http://www.ucne.edu/p/images/inscripcion/InstructivoInscripcionPasoxPasoUCNE.pdf>

- 2 Complete payment processes making the corresponding payment or at least 40% of the total.

If the student receives some financial Aid from the Department of Economic Assistance (Scholarship, Education Credit or Federal loans), it is necessary to secured a stamp or signature in the respective departments before authorizing the selection.

Otherwise, the student will be considered inactive that semester and cannot receive any type of aid or assistance.

Attendance.

Starting dates of instruction are published in UCNE's Academic Calendar.

Class attendance is a duty (required) of the student, for all subjects, whether theoretical or practical.

Any student that needs to absent from classes in an academic term, must submit to the Dean or Director of School, a valid excuse (written evidence), so that the said communication be forwarded to the corresponding Professor. It is never allowed a number of absences greater than those established in the Academic Regulations. In those (that require a greaer period of absence), it is advisable that the student request a leave of absence.

The number of absences permitted in laboratory or field practice may not exceed 2 for each enrolled credit, as explained in the scale of allowable absences.

A student may never reach a number of absences greater than three hours in relation to a credit for the subject in question, as explained by the following scale:

Number of credits of the subject	Number allowable absences in hours
One (1)	$1 \times 3 = 3$
Two (2)	$2 \times 3 = 6$
Three (3)	$3 \times 3 = 9$
Four (4)	$4 \times 3 = 12$
Five (5)	$5 \times 3 = 15$

Students will wait for the professor up to ten (10) minutes for each hour of class after the time established for the beginning of instruction. If after this period of time the teacher is not present, the class shall be suspended. (rescheduled)

Procedures to Withdraw Officially.

Partial Withdrawal of Subjects.

The procedure is as follows:

1. The student is directed to the appropriate Dean with his registration form.
2. Complete a Form of Registration Modification, which contains an original and two copies, the Dean returns it signed and printed seal.
3. Process the Form in Registration Department, from the window area.
4. Secure a printed seal in the form by the Accounting Department (Payment window).

If federal student loan or private loan recipient, the student must leave a photocopy of withdrawal of subjects at this office.

If withdrawal is due to closing of a group (course). (if the group (course has) is less than 10 students). Students must complete the Form of Registration Modification, with the observation, "withdrawal due to Closure of Group (course)".

Semester Withdrawal (Total Withdrawal).

To perform this procedure:

- a. The student must go to the area of Customer Service in the Department of Registration, with his schedule, and Electoral Identity Card and / or Passport.

- b. Fill out a form for this purpose, which includes: an original for the registrar, and three copies, one for the student, one for the Department of Accounting and the remaining for the UCNE Department of Federal Loans (Federal Funds) (if applicable).

Institutional Refund Policy.

Once the student has withdrawn or the semester ends, we proceed to the calculation of percentage (%) using as a parameter the date of the withdrawal form.

The calculation is based on total enrollment (full semester), according to the week in which formalized his retirement:

Week of class	Percentage (%)
First day of class	100
First week	90
Second week	80
Third week	70
Fourth week	60
Fifth week	50
Sixth week	40
Seventh week	0

If the amount calculated gives a positive result, it is reimbursed to the student; or if the result is negative, the student must pay such (difference) security or debt.

The student has the right to choose if he has a balance in his favor, if he wants apply it for future compensation of tuition services (cost of semester), or he can opt for a refund of the surplus through a check at his name as refund.

If the student is accepted to Federal Loans, the same withdrawal process is used; but instead of repaying the amount to the student, it is returned or returns to the Department of Education of the United States. To this end return Title IV funds will be subject to the policy of the Department of Federal Loans.

Financial Aid.

National Students.

Scholarship Program:

Nordestana Catholic University, based on the new Christian humanism, collaborates with training of students by offering educational financial facilities, among which there are the scholarships for domestic students and/or discounts for service providers through the Art and Culture Units or actively parting in one of our sports team.

The Financial Aid Department is the manager of the processes described above and also for the payment from those external institutions that offer scholarships to meritorious and poor students. The beneficiary student only delivers to the Department the original letter that he received from the institution from where the scholarship comes.

Within the external institutions awarding scholarships to meritorious and economically disadvantaged students, we have:

- Ministry of Higher Education, Science and Technology, MESCyT
- Ministry of Youth
- National Cooperative of Multiple Services to Teachers, INC.

Educational Credit Program:

It is a financial support service, designed to provide financial assistance in the form of repayable loan to basically cover the cost of credit. It is aimed to students with limited resources and satisfactory academic performance.

Who can apply?

For the Educational Credit Program, Every Dominican student interested in pursuing higher education at grade level and gather the conditions can apply for it.

How to apply for an Educational Credit?

It is requested by a communication addressed to the credit committee and scholarship of UCNE and it's deposited in the Department of Financial Aid before being evaluated.

What covers the educational credit?

Each semester, it covers the cost of credit; the student must pay the additional services like: registration cost, labs, thesis and/or monograph, mentoring, internships, cycles rotating internship (Medicine), card, and other services.

How educational loans are paid?

At the end of the career, before graduation, the student must sign a payment agreement that will start running three (3) months after graduation and payable in easy installments.

Requirements of the beneficiary

- He or she must have completed and paid the first semester.
- Photocopy of birth certificate.
- Two (2) recent 2x2 photos.
- Copy of completed semester GPA record notes or High School grades record.
- Copy of High School Certificate.
- Sworn statement of assets and monthly income of the parent or tutor.
- A Work certification letter if he or she works in a company or institution.
- Copy of Medical Certificate.
- Receipt of payment for notarial process. (In the accounting department).
- Copy of the identification card If the applicant has a legal age.

Requirements for the Guarantor

- Work Letter or affidavit of assets and monthly income (economic viability).
- Copy of the identification card.
- Dominican citizen of legal age and under 55 years.

Foreign Students.

Federal Loan Program.

Since 1999, the UCNE participates in programs of financial assistance covered by Title IV, Part B of the Higher Education Act of 1965, ratified in 1992 (20 USC 1071 et seq; 34 CFR, Part 682) and are legislated and regulated by the Department of Education of the United States of America.

Students at UCNE can opt for this assistance at the institution, and receive Federal loans, which are made through the William D. Ford Federal Direct Loan Program.

The Department of Education of the United States offers this service to its citizens and students residing in their country, with a commitment to pay back the student loan at the time that he or she finishes his career.

Direct Loan Program (Direct Loan, DL).

It is the program in which the lender is the Department of Education of The EE.UU. Under this system, four types of loans are available:

1. **Subsidized Loans:** These are loans in which the Department of Education EE. UU. Subsidizes or pays the interest accrued thereof. To grant these, the student must show that he or she has financial need.

**As of July 1, 2012, graduate-level students cannot access this type of loan.*

2. **Unsubsidized Loans or Unsubsidized:** Students are responsible for paying the interest that accrues during all periods. No need to have financial need to get these loans. The payment of interest is added to the capital that is consuming this loan.
3. **PLUS Loans:** These are additional loans that may be awarded. The one who requests for it, should not have an adverse credit history. These can be:
 - Parent Plus Loan (Parent Plus Loan): Through these, the father or mother, in case the student is dependent and eligible, he or she can apply for this loan to help with his or her tuition fees. It is the responsibility of the father or mother to pay it, even though the student is the beneficiary of the loan.
 - Plus Loan for Graduate Students (Graduate Plus): If the student is at this level, the amounts requested through this loan and no other, shall not exceed the cost of attendance.
4. **Consolidation Loans:** This allows the student to combine all federal student loans into a single loan with a single loan servicer.

Private Loans:

Thee student can opt for this type of loan if he applies and it is approved. The amounts for this loan shall not exceed the cost of attendance.

Students at UCNE can access loans from Sallie Mae Smart Option®. The application process is performed through **www.salliemae.com page**. These also depend on the credit history and if it is denied, the student has the option to use a cosigner to strengthen his credit.

For more information about interest rates, you can ask the Department of Federal Funds.

Veterans Benefits.

Through the Department of Federal Funds UCNE, assistance is provided to program beneficiaries Veterans Affairs of the United States, who are eligible, to manage the payment of education benefits (tuition and cost of food and housing).

The forms used to certify student enrollment, are signed in the first instance by the Director of Registration Department, and the Department of Federal Funds then realizes the procedure for sending them to the regional office in Buffalo New York.

Who is eligible to enter the program of Federal Loans?

They are:

- If the student was born in the United States and if he or she is a citizen or permanent resident and has valid social security number.
- If the student is not in default on any federal student loan (Default Condition).
- If the student has completed high school or its equivalent.
- Not having legal problem for selling or possessing drugs.
- If the student is a male between 18 and 25 years old, if he or she is registered in the Selective Service.
- To receive federal financial assistance he or she must be enrolled in the institution at least half time.
- He or she must be in compliance with the Satisfactory Academic Progress Policy Institution.

Student Status: Dependent or Independent.

A student is a dependent if he or she is under the financial responsibility of his or her parents. Thus the amounts awarded in loan rates are lower than those of independent students.

How to know if the student is independent?

He or she must meet at least one of the following conditions:

- 24 years or older.
- Legally emancipated minor.
- Have dependents (children).
- Married.
- Veteran
- Orphan
- Study at a graduate level (In the career that this situation applies).

How much can the student borrow?

Following the cap amounts are detailed to access during the entire career.

Limits For Subsidized Student Loans and Unsubsidized Amounts in USD		
Dependent Students (Excluding dependent students whose parents can not access to a PLUS)	Subsidized	Subsidized Total (Subsidized and Unsubsidized)
	23,000	31,000
Independent students and dependent students whose parents can not access to a PLUS	23,000	57,500
Graduate Students	65,500.00 **	138,500 **

Source: Volume 3, Page 93 of Federal Student Aid Handbook (FSA Handbook 2013/2014).

** The maximum amounts for graduate students include loans received for undergraduate study. The \$ 65,500 of subsidized loan shown here, include subsidized loans received for loan periods that began before July 1, 2012 and previous subsidized loans received by students.

Annual limits for Subsidized and Not subsidized Loans.

These limits apply according to the level that you have at the time of which the loan is processed. This certification of level, is emitted by the Department of Registry of the Institution and depends on the amount of credits that you have approved.

<i>Dependent students (Excluding dependent students whose parents cannot accede to an EXTRA) Subsidized Total (Subsidized and Not subsidized)</i>	<i>Subsidized</i>	<i>Total (Subsidized No Subsidized)</i>
Level 1	3.500,	5,500
Level 2	5.500	6,500
Level 3-5	5.500	7,500
<i>Independent students (Excluding dependent students whose parents cannot accede to PLUS)</i>	<i>Subsidized</i>	<i>Total (Subsidized No Subsidized)</i>
Level 1	3.500,	9,500
Level 2	4.500	10,500
Level 3-5	5.500	12,500
<i>Graduate Students</i>	<i>Subsidized</i>	<i>Total (Subsidized)</i>
All levels	0	20,500

**Cash for periods of loans in or after July 1 of the 2012, the students of graduated level are not eligible for subsidized loans.*

The amounts principles to receive, in a semester including private loans, are subject to the cost of attendance of each student.

What is the time frame for a loan?

A loan in our Institution is granted to a student for a period of two academic semesters and they are divided in two payments of equal parts. In a period of a calendar year it is the equivalent to 8 months.

Once you have received your second payment. You must make the corresponding renovation of your loan, that is to say, to request a loan by additional two semesters. The dates for this process are published in the academic calendar.

Payment deferrals or adjournment

If the student transfers and/or has received federal loans in another institution, it is possible that the entity in charge of making the repayment be requesting payment, in spite (of the fact that) the student is enrolled at least half-time in the institution.

The student must complete a deferral form (In School Deferment) so that he or she be certified by the institution and sent to the institution that is requesting the payment to be sent. This process is done in the Department of Federal Funds with an official copy of his or her registration.

Application Process. How to Apply for Federal Loans?

1. FAFSA

This is the first step in determining if the student is eligible for this program.

To complete the Free Application for Financial Aid (in English Free Application For Student Aid, FAFSA) the student can do it electronically or on paper, but we recommend it electronically for speed and security.

Once the student completes the FAFSA for the first time, he or she must renew this information every year.

If this is the first time the student applies, he or she must obtain a PIN through www.fafsa.ed.gov/pin, which the student will receive by e-mail or regular mail if he or she wishes.

The Pin is a secret four-digit number, it is the student's electronic signature and, for this reason he or she must not share this number with anyone.

As soon as the student receives the PIN, he or she can access the page. www.fafsa.ed.gov and complete the application.

If the student has already completed the FAFSA above, he or she only needs to add the code of our institution which is G33343, so that it is automatically generated and sent to the same report with all his or her information.

Once the FAFSA is completed, it will come automatically to his or her email a SAR (Student Aid Report), a report of all completed information. He or she should carefully review this report and if there is something wrong, he or she needs to make a correction. If there is anything he or she does not understand his or her report, he or she can go through the Department of Federal Funds for help. Our institution will receive an ISIR (Institutional Student Information Report) that is the document used for verification purposes.

2. Entrance Counseling.

To complete the entrance interview, the student must access the **www.studentloans.gov** page and enter his or her social security number; first two letters of his or her last name, birth date and pin number.

Within the page, on the left side is the Complete Entrance Counseling / Consulting Join Complete option. After this, he or she must follow the instructions that the same interview guides him or her through several tabs.

After completing the interview, it is necessary that the student delivers hard copy evidence to the office of Federal Funds UCNE.

3. Documents to be delivered to the Department of Federal Financial Aid Funds

In addition to the processes described above, the student also has to deliver on the Department of Federal Loans UCNE photocopies of the following documents:

- Birth Certificate.
- Acceptance Letter.
- Passport.
- Valid Social Security card.
- Current Green Card (if applicable).
- Marriage Certificate (if applicable).
- Dependent Birth Certificate (If Applicable).
- If the student is an Emancipated Minor, copy of the judge's ruling.
- A photograph 2x2.
- Complete Application Form (Department of Federal Funds)

The student must have available the originals of these documents for verification, if necessary.

If you apply for a Parent Plus, it is also necessary the following documents of the father / mother:

- Passport.
- Valid Social Security card.
- Letter notifying the Institution on the request made, specifying on it the parents' contact.

4. Master Promissory Note (MPN):

Through this document, the official commitment to the promise of repayment of the loan in question is made.

To complete this promissory note, the student must access to www.studentloans.gov log into his or her page. For this it is necessary to enter he social security number; first two letters of the last name, birth date and pin number.

Within the page, the option to complete the document says is the complete MPN , clicking on this tab, the options appear:

- Subsidized and Unsubsidized
- Plus Loan for Undergraduate Students
- Parent Plus Loan

The student chooses the appropriate loan for which he or she wants to apply.

If this is the first time the student applies for a MPN, he or she has to provide the information requested. If it's not the first time the information he or she provided previously, it's left recorded and can be used for new applications.

Other Important Points.

Title IV funds received by students are related exclusively to cover college expenses and necessary to sustenance while enrolled.

If the student is in default on a student loan in default or delinquent status, he or she cannot receive financial aid.

It is necessary to inform the officer of federal college loans, of any change in the information provided to the department in any of the forms of federal assistance. As well as having your FAFSA and updated existing MPN.

All students when entering the federal loan program who has a Dominican payment status must request a change of status to overseas through a letter to the Vice Chancellor Administrative and Financial Department via Federal Funds. If the student wishes to withdraw from the federal loan program and you want to be changed again to Dominican, must also apply through a letter, stating the reasons for the changes and wait for response from the request.

Have you applied for loan before? NSLDS: National Student Loan Data System.

The National Information System Student Loan (NSLDS, for its acronym in English) is the central database for student aid from the Department of Education of the United States.

The "Student Access" NSLDS allows you can ask questions about the details of their loans and / or scholarships.

If you need to know how much your debt is just following these easy steps can get all the information you need:

- Access: <http://www.nslds.ed.gov/nslds.SA/>
- Select "Financial Aid Review".

- Enter SSN.
- Enter the first 2 letters of your surname.
- Date of birth.
- Pin Number.
- Summit (Subject).

Your loan history is a focal point for you to enter the federal loan program.

If you have a debt equal or less than \$ 50,000.00, it is considered acceptable if the to enter the federal loan program in UCNE. However, if your debt exceeds this amount, you will only be accepted into the program if it is determined that the remaining amount to reach the limit (\$ 138,500.00), allows you to finish your studies at the institution.

Course Load.

To be able to participate and stay within the federal loan program, you must be enrolled in no less than part-time institution equivalent to 6 credits. From 3/2014 semester, the minimum number of credits will be 9.

Satisfactory Academic Progress (SAP).

To qualify for Federal Loan Program, students must have and maintain satisfactory academic progress including:

- Have a GPA not below the minimum required for each level.
- Approve 67% of the credits attempted each semester.
- Finish your studies over a period of time not exceeding the time and half.

In addition to being consistent with the policies and regulations set out in the Academic Regulations (UCNE) and other regulations of the Department of Federal Funds.

If a student is unable to show satisfactory academic progress shall be suspended loan program by notifying the appropriate offices. However once the student meets the requirements of Policy PAS, you can re-apply for re-entry into the program, according to art. 32 of the policy.

Other Information.

Once you have all the documents submitted to the Department and completed the FAFSA, Entrance Counseling and MPN, we proceed to verify your documents, credit history and academic performance in some cases. You must be admitted to the institution to complete the Application Form and Agreement of Federal Student Loans.

The information provided to the Department of the Federal Funds UCNE are handled confidentially, not disclosing any personally identifiable information to any person or student unless the student agrees in writing to the Department, through informed consent. Exceptions apply.

Criteria for granting financial aid funds (COA Policy).

Universidad Católica Nordestana, has established a cost of assistance based on the financial need that foreign students can incur at the time of studying in the Institution. Below are the categories and averages costs. These amounts can vary according the student's need.

Tuition and fees	\$6,650.00
Housing and food	\$10,068.00
Books, supplies, transportation and other student expenses. .	\$10,110.00
Loan Origination Fees	\$558.00
Travel expenses	\$ 1,120.00
Sub-total	\$28,508.00
Children Care (If applicable)	\$ 2,300.00
Total	\$ 30,508.00

Student Rights Federal Loan.

Every student belonging to the loan program, has the same rights as any other college student, including confidentiality and non-disclosure of data.

The data supplied to the Department of Federal Funds of UCNE are handled confidentially, not disclosing any Personal Identifiable Information (PII, for its acronym in English) to any person or student unless it is the same student who authorized writing to the Department, explaining the reasons for the same, through informed consent. Just a parent of a dependent student mode, you can apply some of this information.

This information includes:

- Social Security Number Student.
- Full name.
- Date of birth.
- Amounts received by the student.

- Academic Condition.
- Residence within or outside the country.

Students have at any time access to the information in his file. If you request to change any information contained in it, must make a request in writing, explaining the reasons for the change.

Exceptions.

There may be exceptions to provide confidential information, if there is a proven situation that represents imminent danger to the student or another member of the university community person. In this case student information will be provided to authorized persons, information about you if required to warn a threat to health or safety or any legal process in which the student is involved.

Responsibilities Federal Student Loans.

Under the loan program, students have a duty to comply with all established criteria for who is eligible for the program and have been described above, in addition to the established by the Institution through its Regulations.

Disbursement of Federal Loans (including Credit Balance).

The loan period covers eight months, equivalent to 2 semesters. Normally there are two disbursements during the loan period. Disbursements will be set for the beginning of each semester. All freshman in college will receive their first payment within 30 days of regular school attendance. The institution charged to the student's account at half the cost involved and the surplus (Credit Balance) will be delivered to the student via check.

Procedures for delivery of the Credit Balance:

- The Department of Accounting applicable to payment of the semester tuition and any other outstanding debt by the student at the time the check is issued in dollars by the difference in student's name.
- Receiving the check on the university campus in the student's name: This document (Check) must retrieve in person, with identification with photo.
- The amount received depends on the student's level of studies at the time of certification of your loan.

Return Policy of Title IV Funds. (As of Term 3/2014).

This policy applies at the time a student receiving Title IV funds, stops attending classes before the end of the semester period. This can directly affect the eligible student to receive the amounts to fund their education.

The calculation of return of funds can be done - but limited in- any of the following cases:

- Official Retirement semester by the student, exhausting all procedures set out in the Registration Department for this purpose.
- If the student makes a partial withdrawal of subjects affecting the minimum number of credits that must be maintained to be within the program, either voluntarily or closed groups.
- At the time of the institution becomes aware that the student is not attending classes registered in the current semester, these cases do not apply to applications for leave of absence.

For purposes of this policy is necessary to know the following information:

- If the institution has disbursed more financial aid which the student has earned return Title IV funds to the Department of Education USA.
- Percentage of Earned Funds: This is the equivalent percentage of the semester completed by the student.
Ex.: Student "A" starts its curriculum and removes the semester after completing 10% of the time the same. Student "A" has won 10% of their Title IV funds.
- Percentage of Unearned Funds: This is the percentage of Title IV funds the student has earned and is determined to complement the percent earned.
Ex.: The amount of funds that the student "A" has not earned, is the complement of the 10% earned. In this case the student has not earned 90% of Title IV funds.
- In calculating return after the student completes more than 60% of the time the semester or payment period, is considered to have earned 100% of Title IV funds programmed.
- The regulations raised by this policy are independent of the Institutional Refund Policy (see Annex 3), which determines the credited to the student's account at the time of his retirement from the University charges. However, this procedure does not affect the amount of Title IV funds earned by the student for purposes of calculating return funds.

Calculating Return of Title IV Funds.

Determination of the date of withdrawal of the student

For these cases, the institution may use the following:

If the student withdraws officially or in part, but that affects your eligibility under the program, the date used is the form containing the Registration Department.

If the student withdraws officially NO, it will be considered the last date of attendance, examination and / or academic work that shows evidence of the same.

This date should not exceed 30 days from the end of the semester in which the return of funds applies.

If the student upon completion of an application for leave of absence fails to return within the stipulated time if necessary, will be taken as retirement, taking into account the first day on which the permit determination date down went into effect

Procedures for the calculation:

For these purposes will be used Form A, for credit-based programs "Treatment of Title IV funds when a student withdraws" (Treatment of Funds When a Title IV Student Withdraws- Form A, Credit Hour Program), pursuant with federal regulations.

Post-Withdrawal Disbursement (Post-Withdrawal Disbursement):

If a student withdraws before the funds will be delivered, it may apply for disbursement of Title IV funds depending on the percentage of funds earned in the calculation of return on funds.

For these purposes, the Federal Funds Department will determine eligibility for this payment and issue the necessary procedures in the case of place.

Unearned funds, Accountability and Student Institution:

The procedure to return funds from the institution should be as soon as possible after it has been determined the date of absence of the student, which must not exceed 45 days from this date.

The funds unearned Title IV, which are the responsibility of the student, can be paid back under the terms of the Promissory Note or Master Promissory Note (Master Promissory Note MPN).

Also report shall be student privacy in the NSLDS.

The institution has the responsibility-but not delimited, to notify the student (or parent, if applicable) in writing (in physical or electronic) of the following situations:

- Implications for late return from retirement funds or semester courses (if affected).
- The organization funds returned because of student privacy.
- When the student also have to return funds.
- If the student applies for a post-withdrawal disbursement.

If a student who receives Title IV funds, wish to express their intentions to withdraw all or part of the semester, must report in writing through a letter to the Department of Federal Funds, which describes your intention, causes and means of contact, before of the formal procedure for the registration department. Federal Funds should guide the student on the procedures it has as federal student loans.

Exit Interview and Repayment of Federal Loans.

You must complete the exit interview online through www.studentloans.gov this page you must do it at least a week before the date of graduation.

You need that when you print the voucher you finish the interview and deliver in the office of Federal Funds.

In addition to the exit interview, then we explain some useful information related to the grace period and payment plans.

How much do you owe? Who should you pay?

You need to have your accounts clear and know the total due including the loan amount (principal) plus interest.

Do not remember how to get your loan history?

- Access: <http://www.nslds.ed.gov/nslds.SA/>
- Select "Financial Aid Review".
- Enter SSN.
- Enter the first 2 letters of your surname.
- date of birth.
- Pin Number.
- Summit (Subject).

You should also know, if you do not know who is your "Lender" or the collection agency that has your loan debt. This you can verify by looking at your history of loan the "Current Lender".

Contact your lender.

So you know the facilities and resources they have for you and that can be very useful to help in the payment process.

The following are entities administering federal loans through the Federal Education Loan Program William D. Ford Federal Direct Loan Program and the Federal Family Education Loan Education Loan Program (FFEL).

Administrator of Loans	Web Page	Contact
Aspire Resources Inc.	http://www.aspireresourcesinc.com/	1-855-475-3335
CornerStone	https://www.mycornerstoneloan.org/	1-800-663-1662
ESA/Edfinancial	https://www.edfinancial.com/home	1-855-337-6884
FedLoan Servicing (PHEAA)	http://www.myfedloan.org/	1-800-699-2908
Granite State – GSMR	http://www.gsmr.org/	1-888-556-0022
Great Lakes Educational Loan Services, Inc.	https://www.mygreatlakes.org/	1-800-236-4300
MOHELA	https://www.mohela.com/	1-888-866-4352
Nelnet	http://www.nelnet.com/home.aspx	1-888-486-4722
OSLA Servicing	http://www.osla.org/	1-866-264-9762
Sallie Mae	http://go.salliemae.com/content/edServicing/federalLoans/	1-800-722-1300
VSAC Federal Loans	http://vsacfl.org/wps/wcm/connect/Direct/VSAC/VSAC%20Federal%20Loan%20Borrower%20Portal	1-888-932-5626

Taken from: <https://www.studentaid.ed.gov/es/repay-loans>

Search more information in: www.studentaid.ed.gov/pagar

Grace Period.

It is a neutral period financially fit you and allows you to select your payment plan already consumed loans.

After the grace period, you must start with your payment (s) loan (s).

- Your grace period is six months for Direct Loans program.
- If you were called to active military duty for more than 30 days, the grace period will be delayed.
- PLUS Loans Direct Loan Program have grace periods, but borrowers can defer payment for six months.

Payment Plans.

A. Standard Repayment Plan:

- For Loans, Unsubsidized and PLUS Direct Loan and FFEL Program.
- The fixed payments of at least \$ 50 a month.
- Up to ten years to repay.

B. Graduate Repayment Plan:

- For Loans, Unsubsidized and PLUS Direct Loan and FFEL Program.
- Monthly Payment: payments are lower at first and then increase, generally every two years.
- Up to ten years to repay.

C. Extended Payment Plan:

- For Loans, Unsubsidized and PLUS Direct Loan and FFEL Program.
- Payments may be fixed or graduated.
- 12 to 25 years to repay.

To apply for any of these payment plans the student should have more than \$ 30,000 in outstanding Direct Loan and FFEL Program.

D. Plan Income Based Repayment (IBR, for its acronym in English):

- For both subsidized and unsubsidized loans, PLUS Loans and Direct Consolidation Loan and FFEL Program.
- The maximum monthly payment equal to fifteen percent of their discretionary income, the difference between your adjusted gross income and 150% of poverty parameter corresponding to your household size and state of residence (with specific conditions).
- Up to 25 years to repay.

D. Plan Income Contingent Repayment:

1. For both subsidized and unsubsidized loans, PLUS Loans and Direct Consolidation Loan and FFEL Program.
2. Payments are calculated every year and are based on your annual income, the size of your household and the total amount of your Direct Loan Program. If you are married, your spouse's income be included.
3. Up to 25 years to pay

E. Payment Plan Income Sensitive.

- For both subsidized and unsubsidized loans, Graduate PLUS Loans and Direct Consolidation Loan and FFEL Program.
- Your monthly payment is calculated based on your annual income. Your odds change as your income changes.
- Up to ten years to repay

Student Body Diversity .

Enrolled Students, Semester 2-2014, by Careers and Sex.

CAREER	FEMALE	MALE	TOTAL
ADM	133	106	239
ARQ	106	77	183
ATH	103	28	131
CNT	83	63	146
DER	123	81	204
EB	30	6	36
ECS	1	2	3
EI	25	0	25
ELM	65	27	92
IC	117	419	536
MCT	54	38	92
MED	922	514	1436
ODO	304	96	400
SIS	22	115	137
	2088	1572	3660

Semester 2-2014 Enrolled Students, By Gender

Female	Male
2088	1572

Enrolled Students Vs. Students of Federal Funds Program.

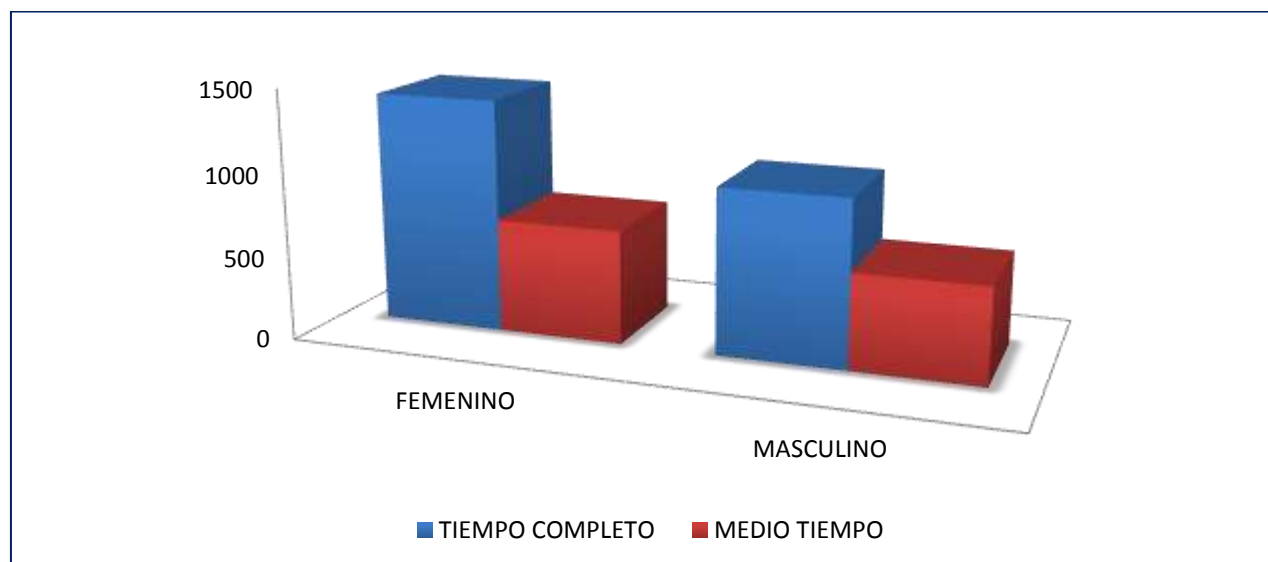
Total Estudiantes Inscritos	Estudiantes que participan en el programa
3660	44

From all of the students enrolled, only a small part participates in the program of financial aid. Actually the percentage of participation is in 1.20%

Students Enrolled in the semester 2-2014, per Nationality

COUNTRY	AMOUNT
ARGENTINA	1
CAMERUN	1
CUBA	5
DOMINICAN REPUBLIC	3308
SPAIN	7
UNITED STATES	127
GUATEMALA	1
HAITI	85
ITALY	2
MOROCCO	1
MEXICO	1
PANAMA	1
PERU	2
PUERTO RICO	116
TURKEY	1
VENEZUELA	1
TOTALS	3,660.00

Percentage of Students for Full Time and Part Time, by sex, period 2-2014.



The chart above shows all terms are distributed by time the number of students enrolled by gender. Of 2,088 female students enrolled 57% studying full time and 1,572 male students, 63.4% work full-time studies.

Clearly identify the dominant nationality is the national, followed by the United States and Puerto Rico, where 90.3% are students of Dominican nationality.

Cultural Groups.

- Theatre.
- Ballet Folklorico.
- Fine Art.
- Belly Dance.
- Modern Dance.
- Musical Harmony Choir.

Sports Disciplines.

- basketball
- baseball
- chess
- softball
- volleyball
- Football
- Futsal
- Karate
- Judo
- Table Tennis
- Weightlifting
- athletics
- Taekwondo

Services Offered to Students.

UCNE, through the Dean of Students, offers the following services:

- Accident insurance policy.
- Life Insurance Policy.
- Free Legal Advice

- Spiritual Direction through Campus Ministry.
- Orientation.
- Library.
- Laboratories.
- Dental Clinic.
- Coffee shop.
- Restaurant.
- Photocopies.
- Prints.
- Medical Office.
- Transportation.
- Student Loans.
- Surveillance.
- WIFI Internet.

Services for Students with Disabilities.

Among the main services offered by the Catholic University Nordestana (UCNE) students with conditions of a disability, we have:

Orientation and Access.

In the admission process the student is informed that the University offers help personally with students interested in studying in the same and have any disabling condition, whether physical or intellectual, the aid is from the time of taking the admissions test , in the process of consulting the right career for your condition, support during the development of the same, logistical support for the physical plant where students take classes appropriate for their condition.

Induction.

Individual and personal interview in which the student needs and conditions are known, the student programs and services provided by UCNE reported.

Information on logistical support

- Personalized support to take the entrance exam, if needed.
- Career guidance.
- Technical support and personalized study habits, if needed.

- Personalized Tutoring, should you need it.
- Guarantee that when taking a subject, the physical structure is consistent for the student with the disability can access it.

Services for Students with Disabilities.

Ramps in buildings:

Thus students in wheelchairs can move around the buildings more quickly, without much effort and are more comfortable not having to need other people to move from one classroom to another.

Corridors are marked.

The signs indicate the locations of each building and special areas of disabled students. Thus students with disabilities can access their respective classes with greater efficiency and comfort.

Assistance of the Dean of Students.

This department is responsible for registering what students need professional help to determine the student's eligibility for those services.

The goal of services is to ensure that students with disabilities have the same opportunities for learning like students without disabilities, so that those students do not feel alone and unprotected. Provide mechanisms to efficiently provide education and job training necessary for our students.

Students with disabilities have special treatment.

The college has a team of professionals who teach courses and workshops aimed at personal enrichment to students with and without disabilities.

Bibliographic Information Resources in the Commissary.

Disclosure Textbooks University Bursar.

The UCNE has a physical space designed for the sale of bibliographic resource. The University Bursar (Library) is located in the Student Center, where students can visit and consult textbooks and prices of the materials that are available.

For verification of the cost of textbooks, there is a price list. It also publishes, by means of internal diffusion the UCNE provides .

This includes books and instrument of Paltex Panamericana Health Organization program, which the UCNE has an agreement of understanding. The student in addition to physical query can be accessed via the Internet at the website of the Dominican Republic OPS for the link:

http://www.paho.org/dor/index.php?option=com_content&view=article&id=82&Itemid=229

The Commissary Nordestana Catholic University, UCNE provides quality service to students and teachers, where they can acquire bibliographic sources for their studies. For such purposes, contacts are made with teachers, consult textbooks for use by students in different subjects given the UCNE.

Regarding Laboratory manuals to maintain an existence that meets the needs of each class section, laboratory managers, report the number of students for each section at the beginning of the academic semester, to ensure the existence of them. According to the inventory requirements consultation to proceed to meet the need demanded.

Information about Copyright.

The copyright policy whose fundamental purpose is to establish guidelines on the position of the UCNE, against unauthorized copyrighted materials distribution, as well as penalties for violation of national and international copyright laws.

The present policies are referred to clarify explicitly the university community that the unauthorized distribution of materials copyright including unauthorized file sharing, may subject those who engage in this practice to civil and criminal liabilities.

The Catholic University Nordestana, since its founding, March 14, 1978, has been characterized as an identified institution attached to the principles and therefore in their action has always promoted and defended their community from intellectual property and the right to author, adhering to laws and regulations, national and international, that regulate this practice, such as: The Law of Federal Copyright (Copyright) Law 65-00 and Copyright in the Dominican Republic. This has been developed and implemented these policies as a way to translate their statements about it.

Institutional and Policy Relating to Copyright Infringement Penalties.

UCNE policies and sanctions related to infringements of copyright and intellectual property, adheres to the Copyright Law of the Dominican Republic 65-00. This law protects any original intellectual creation. To learn more about the consulting Law.

http://www.wipo.int/wipolex/es/text.jsp?file_id=229335#LinkTarget_791

Disciplinary Actions.

The UCNE, in the search for appropriate development in the teaching and administrative practices, has several tips designed to regulate institutional practice. Within these, the Academy has a disciplinary council to monitor oriented offenses of different kinds.

This advice, in respect to actions and incur penalties for failure related to copyright and intellectual property is governed by Law 65-00.

Information Security.

Staff Safety:

Any user who has access to the systems and services must sign an agreement, which accepts the conditions of confidentiality and appropriate use of computing resources and information UCNE.

User Responsibilities:

The ITS department provides each employee the username and password for computer and network access, which only he can make use of it. Generally, users can not access resources for which they are not properly authorized.

It is a commitment of all users, enforce policies and Computer Security Standards established by the institution.

Control Policies and Standards:

If the ITS Department, identify that there was a violation of the security policy information in UCNE established, it shall send a report to the HR department to implement the sanctions stipulated in internal regulations.

Are considered serious violations, the copy, store, display unauthorized files of others, steal, damage and disclose privileged or confidential information of UCNE, such as email, fax, telephone conversations, and digital documents.

UCNE can punish users who violate policies information security, blocking their access to the network, but also can be penalized both inside and outside the institution. This procedure can be carried out where appropriate, in order to protect the integrity, security and functionality UCNE.

Anyone who becomes aware of misuse of information technology may notify the Department of STI.

Notice

Catholic University Nordestana, UCNE, administratively works daytime hours, whereby an authorized employee is not locked to perform certain tasks depending on their profile after certain hours.

These standards include hours of operation, restrictions on certain locations, approvals, denials, user profiles, emergency plans.

Our main objectives:

Integrity: ensure that student information are correct, for example: Dni, Personal Data, Notes, etc.

Confidentiality: ensuring that only authorized people have access to student information, such as notes, status (financial and academic) rules, only several departments within the university can see this data.

Availability: ensuring that information systems (Accounting and Academic) are always available when a student or parent needs it.

Avoid rejection: ensure that it can not deny an operation.

Authentication: ensure that only authorized individuals have access to resources. If someone loses the key, he or she must submit a written request explaining why they do not have access to the system and demonstrate that it is the person asking the owner of the information.

- Employee College have a user associated with his-her department via profiles, this ensures that we can not enter the system modules that do not belong.
 - Teachers and users have a key to enter the portal to display college students, records published and unpublished notes.
 - Students alike to see their schedule, published notes, academic progress, etc.
- Every time someone who has access to the system connects and performs an action, the system records and saves the user who made the time and date for delivery, so IP address from where he-she did it.

Measures Implemented to Ensure Safety Systems:

- For this, meet the safety criteria to use for all software that is implemented in the systems, based on standards and personnel sufficiently trained and sensitized to safety. This is done through a test database, so before applying any improvement, software update is implemented in it and all relevant evidence before putting it into execution in the actual database are performed.
- **Physical security measures (Infrastructure):** anti fire systems, surveillance data processing centers, flood protection systems, electrical protection against power cuts and surges, access control systems, etc.
- With regard to **passwords**, are informed those involved are should be difficult to find, for example, can not be deduced from the personal data of the individual or by comparison with a dictionary, and they are changed with sufficient basis.
- **Monitoring network.** Networks carry all the information, so besides being the usual means of access from attackers, they are also a good place to get the information without having to access the same sources.
- **Protective measures:** firewalls, intrusion detection systems (antispyware), antivirus, keys for software protection, etc.
- Maintain information systems with updates that most impact on safety.
- **Backups** and even remote backup systems that keep the information in two locations asynchronously.

Availability of Employees for Providing the information.

The Catholic University Nordestana, is seeking to achieve the effective and efficient implementation of the tasks related to student services, has provided in the manual functions, policies and / or departmental functions set on supply correct and accurate information to all staff working in this institution. This material has been prepared for the purpose of reflecting the knowledge of academic and administrative procedures, which have employees from different departments UCNE, which are the basis for the provision of information, both current students, as potential and external institutions.

UCNE has collaborators, who have been trained to provide services and information to students and the general public; so they are still available and full-time; therefore the Department, Human Resources, is responsible for providing the necessary training to keep staff updated.

There are five departments through which students can acquire information and direct guidance according to your needs.

a) Admissions:

In this department, all students applying for admission to the University interviewing, orienting through days of university setting, on the rules of the institution, academic achievement standards and school calendar and records of applicants receive all admission requirements required by the University.

b) Registrar:

This department is responsible for receiving and processing information and student data relating to their career, as programming courses, enrollment, grades, GPA, record notes, certificates, update records, rankings, titles, among others.

c) Accounting:

Here the services related to tuition fees, right to graduation, thesis advisory, certification, legalization of documents and all other accounting transactions and charges for services offered.

d) (Internal) National Economic Assistance:

This area plan, direct and implement actions to provide good services funding to students who meet the requirements established for such purposes, establishing the payment thereof. It is also to inform the student about the requirements and documentation required to be benefited with a credit or student scholarship at UCNE charge.

e) (Federal Funds) International Financial Aid:

This department is responsible for and implement actions to provide good services funding to foreign students who meet the requirements established for such purposes, orienting on the application process, the documents they need and steps to take, cost college, providing initial orientation before the first repayment of the loan, and other services.

Preparation Teachers Program

The quality of teaching is a determining factor in the work of the University. It depends on your projection and future security. That is why UCNE professor, is considered manager of university teaching, which must be located in a social, institutional, group and individual context, where develop a set of skills and attitudes to achieve meaningful learning in their students.

Catholic University Nordestana recognizes that teaching is a determinant factor, for that reason, requires its teachers pedagogical training and proof of this is the implementation of the Master's program in Higher Education and Diploma in Teacher Education, for the teacher, from their entry and stay in the institution from becoming an academic manager.

UCNE considers the teacher as protagonist solicitation learning autonomously in students, pricing effort and dedication they show their moral and professional commitment to ensure the quality of the teaching-learning process, which is part on ethical principles and Christian humanism of the university. The world of the school has changed and will change further, demanding teachers more preparation and implementation of strategies, which allow meeting the challenges of the knowledge society.

Amount of teachers by Faculty/school.

Faculty/ Department	Amount of teachers
School of Medicine	112
School of Odontology	31
School of Architecture	18
School of Computer Engineering Systems	19
School of Business Administration on Tourism and Management	6
School of Modern Languages	15
School of Education	36
Faculty of law	35
Faculty of Social of Economic Sciences	38
Faculty of Civil Engineering	28
Total:	338

Amount of full time teachers.

School of Odontology	1
School of Medicine	4
Faculty of Civil Engineering	1
Faculty of Social and Economic Sciences	1
School de Architecture	1
School of Education	1
Faculty of Law	2
Total:	11

Programs that the institution has to prepare their teachers

Our teachers are trainers with proven experience and specialists in the various issues involved in the curriculum of every school. At present, UCNE has variety of programs, which we mention below.

- Master of Civil Procedure
- Master of Construction Management
- Master of Marketing
- Masters in Human Resources
- Master in Management
- Master of University Teaching
- Expertise in virtual learning environments (Virtual Agreement EDUCA)
- Graduates: Bioethics, Educational Technology, Teacher Education, Social Studies, Physical Education, University Management, Etiquette and Protocol, Human Resources Management, Green Architecture, Cultural Management, Sexual Education, Diabetology, Emergenciología, Litigation, Comprehensive Adolescent Health, mobile Application Development with Android, Phonology and Practices of Communication in the English Language.

Authenticity and legal protection of the UCNE

The Universidad Catolica Nordesteana was created by Decree No. 3487 of the Executive, dated July 14th 1978, authorizing it to operate and issue diplomas to the same Extent, force and validity as autonomous Those issued by Public Institutions, the same category.

Also our institution is protected by law 273 of June 27th 1966 and 236 of December 23rd 1967.

The Universidad Catolica Nordestana is governed by Law 139-01 which creates a national system of higher education, science and technology, mapping rules and guidelines for the proper development of higher education in the Dominican Republic.

Catholic University Nordestana UCNE, is guided by the basic laws, checked and updated in 2007 and published in 2011. These indicate its origin, philosophy, mission, vision, values and goals. Also describes its structure, organization and skills of each organ representative.

The University Operates and decide its actions attached to established rules and truth. Not distorts information and Comply with Regulations.

Its Regulations are the following:

- Academic Regulations.
- Regulation of Admission.
- Registration Regulations.
- Regulation Monograph.
- Thesis Regulations.
- Satisfactory Academic Progress Policy.
- Scholarship Regulations.
- Tutoring Regulation.
- Rotating Internship Regulations.
- Regulation Monitors.
- Library Regulations.
- Living Standards Regulation at the University.
- Drug Prevention Regulation.
- Professorial Regulations.
- Educational Credit Regulation.
- Pre-Boarding Regulations.

Campus Safety and Security Policy

Catholic University Nordestana as a higher learning institution, can only achieve their ends to the extent that its members: officers, employees, teachers and students, each in their specific area, carry out its mission according to the own goals of the university as a higher education entity.

UCNE, always seeking the safety of the university community, amenities include security, to study and work in a comfortable and safe learning environment. Also features:

- private security
- Permanent guard at the institution
- We have a security camera system installed from the front door and other areas located in strategic locations on campus, with two monitors in the departments of the Centre for Software Management and Safety Department, which are monitored all the time the movements that occur on campus.
- We keep good relationship with the police and their departments, as well as other security institutions, control, order and relief.

Our campus is located approximately 5 kilometers from the city, which gives us the advantage of criminals, it's more difficult for them to reach it, allowing better control.

Procedure for Reporting a crime or theft on the campus

If a student, faculty or visitor detects a theft or other crime he or she should contact the Assistant Vice Chancellor Office of the Chancellor for Agency Affairs, located in the Administration Building, who then will proceed if it is considered appropriate to report to the National Police.

The university does not have a campus residence or dormitories for students, which is why the level of criminal activity is not available at the present time. But if anything happens, the security department and general services, has instructions as to how to proceed in each case.

In relation to criminal cases, surveillance is maintained in green and recreational areas to avoid regrettable acts, it is prudent not permit this to happen and put the prevention on time. We have designed a kiosk or playgrounds, and roofed with granite benches inside and others placed outside, under trees in visible and secure sites.

There is guidance department, that should and can play a big role in this case to guide, train, instruct and build on especial prevention and control.

As our campus is approximately 5 kilometers from the city, we have the advantage over criminals and outlaws as it is more difficult to reach, which is why we have this advantage to handle these cases, and have better control.

Crime Statistics

So far the institution has not had any kind of criminal occurrence or course for regret. This is the reason why it has not made any report to the police, or the institution in this line.

University Response Plan On Emergency And Disasters

Since the safety and security of visitors, students, faculty and staff UCNE share responsibility and participate, whose fundamental bases are the self protection of the person, maintenance of university infrastructure and the environment, enabling social interaction to prevent, prepare for and mitigate the various risk factors for natural and human origin.

In everyday activities can be situations that affect everyday suddenly proceed. These situations are of different origins:

NATURAL (floods, earthquakes, heavy rain, thunderstorms, extreme temperatures, etc.),

TECHNOLOGY (fires, explosions, oil spills, power failures, structural failures, etc.) and SOCIAL (massive accidents, riots, bombings, vandalism, terrorism, threats, etc.)

Lifelines and Services.

Sanitary facilities

There are individual bathrooms and other sets of bathrooms in offices and other buildings and teaching. All registration and own septic tanks, they are cleaned by vacuum trucks and sometimes by People for the removal of dry matter.

The water supply is from the local traveling aqueduct, which in the dry season decline much production, for which we were obliged to build two filter wells and proceed to install water treatment plant to convert water into drinking, and when it affects us much drought we source tankers for filling the three tanks. There are five tanks which have a capacity for 12,000 gls, two 8,000 gls, one of 5,000 and one of 2,000 gls respectively each.

We have seven water tanks with a capacity of 1,200 gls each.

Runtime we could have in the use of potable water from three tanks would be about 4-5 days.

The wastewater is discharged into septic tanks, currently there is a design in the near future, to build a treatment plant wastewater.

Electric Power:

The electrical energy supplies the Dominican Electricity Company (CDES).

Transformers are eight in total and can accommodate three 75 kilos, 45 kilos one of fifty-four.

Power plants are five each with a stationary generator with a capacity of 300 kilos, two 100 kilos, 150 kilos type two.

They work with all diesel fuel.

Investors are eleven in all, and the days of autonomy that can offer a serious case of emergency 2-3 days and its capacity is January 3 kilo, February 3 kilos, one of 2.5 kilos, one of 3.5 kilos , kilos May 1, June 1 and December 1 kilos kilos

Fire System:

The UCNE has about twenty-three fire extinguishers with a capacity between ten and twenty pounds each, they are checked by a specialist Fire Department, and recharged as soon as used, or every eleven months they change the dust chemical before beating recharging, and are distributed as follows:

- 1) Administrative Building: Three middle ten pound extinguishers c / u.
 - 2) Audience: Ten pound fire extinguisher c / u.
 - 3) Student Center: two twenty pound extinguishers c / u.
 - 4) Building B: Three ten-pound extinguishers extinguishers nine twenty pounds ea.
 - 5) Building C: Three large extinguishers twenty pounds c / u.
 - 6) Plant Emergencies: Three large twenty pound extinguishers c / u.
- TOTAL FIRE EXTINGUISHERS: October 24 and 20 pounds c / u.

We have sprinklers in laboratories

Smoke detectors in several buildings and laboratories

We have internal hoses in the theater, auditorium and multipurpose room.

Hydrants not exist but it is doing a study for the purpose of making an internal supply network and installation thereof.

Communications:

We have a telephone exchange, which has two lines.

Eighty-nine (89) extensions.

Radio communications 2 meters, there are eight hands Handy and walkie talkie-eight.

Communicate with the Department of General Services and all members of security.

At present there are 38 fleets staff and administrative personnel.

Mechanical Installations:

LPG -Tank fourteen in all distributed as follows:

- 1) Administrative Building 2 tank 50 lbs and one 25 lbs / ea.
- 2) classroom building three tank AB 100 pounds and three 25-pound tank c / u.
- 3) Classroom Building C tank 50 lbs.
- 4) Library tank 50 pounds and another 25 pounds.
- 5) Polytechnic tank 50 lbs.
- 6) Student Center 500 gls tank industrial.

- Oxygen tank we don't have
- Boilers we don't have.
- I counted on a total of 136 air conditioners located in administrative offices, library, student center, building classrooms A, B classroom building, classroom building C, theater, auditorium, multipurpose room, polytechnic and general services, distributed as follows.

1) Continuing Education (Antigua yields) 60 BTU air three, two air 36,000 BTU 24,000 BTU air of two air 7 air 18,000 BTU 12,000 BTU 15 total air.

2) Clinic Hospital two 24,000 BTU air from an air 12,000 BTU air all three.

3) Administrative Building AB 4 60,000 BTU air, 6 air 24,000 BTU, 12,000 BTU air 30, 2 air 36,000 BTU, 18,000 BTU 2 air a total of 44 air.

4) Student Center: 3 Air 60,000 BTU, 24,000 BTU 2, 5 a total of 12,000 air 10.

5) Library: 6 a 60,000 BTU, one 36,000 BTU, 18,000 BTU air 1, 2 12,000 BTU air for a total of 10 air.

6) Classroom Building A: 1 Air 60,000 BTU, one 36,000 BTU air, 2 12 BTU air a total of 4 air.

7) Dental School Building: 3 Air 60,000 BTU, one 36,000 BTU air 4 Air 24,000 BTU, 18,000 BTU air 1 1 12,000 BTU air a total of 10 air.

8) Classroom Building C: 60,000 BTU air-7, 2 Air 36,000 BTU, 18,000 BTU air 1 and 3 air 12,000 BTU air a total of 10.

9) Theatre, Amphitheatre and Versatile: 16 Air 60,000 BTU, 6 air 12,000 BTU, one 30,000 Total BTU air air 23.

10) Polytechnic Building: 4 air 12,000 BTU.

11) General Service Office: 2 air 12,000 BTU.

12) Sports: 1 Air 24,000 BTU.

13) Morgue: 1 Air 12,000 BTU.

-Cold room ther's one installed in the Student Center in the areas of restaurant and cafeteria.

-All teams have a group insurance policy.

Transportation:

- Private motor vehicles entering the campus a few thousand more or less daily (students and teachers).
- Engines between two and three hundred students daily.
- There are five exclusive private buses to transport students from the city and back to campus Monday to Saturday.
- We have a minibus to transport employees and staff.
- We have 9 vehicles for the use of various services of the institution.

External threats, vulnerabilities environment

Currently there are no eminent threat to the environment, as there are no rivers, only without running water creeks which are fed only water when it rains and not cause flooding.

There are stations dispensing gasoline or other fuel, there are no slaughterhouses solids reservoir services and much more places of large crowds since we are located about five kilometers from the center of the city, and we are vulnerable to landslides floods and large-scale wildfires.

Expansion Areas

In the case of occurrence of an adverse event which compromises the functionality of university teaching and administrative services, the University has a headquarters at the city center, and other public and private schools with the intention of building work if are requested.

Internally campus has a large portion of land that allows users to move and protect it in safe, well buildings are built with system protection and anti seismic expansion joint in each building, the parking spaces are open places where the presence of large trees sizes which gives security to the users to any event.

Emergency University Plan Description

Purpose of the Plan

Mission

Strengthen, organize and execute a systematic responsiveness before the occurrence of a disaster affecting the university users, personnel, goods and services provided.

University Committee of Emergencies and Disasters

The university emergency and disaster committee will be headed by university president, his deputy vice chancellor for academic.

The Secretary of the Committee is the dean of the medical school and the Dean based his assistant.

The Coordinator will be the teacher of the subject of disaster Emergenciología and who will be responsible for coordinating all activities that indicate the direction for updating the plan.

This Committee shall provide Emergency Operations Center and University will meet in the office of the dean of medicine located in the administrative building of the university, in addition to the departments responsible for maintenance, security, counseling and administration.

The members of the Hospital Disaster Emergency Committee (CHED) are presented in the following table:

MEMBERS PHONE CHARGES

Dr. Ramon Alfredo de la Cruz

Then Dr. Martin Ortega

Dr. Francisco Gabriel Hernandez

Dr. Brunel Santos

Dr. Ramona Mercedes Tejada

Dr. Ruben Rojas Ventura

Lic. Furcy Román

Mr. José Luis Taveras Santos

Lic. Anny Payano

Lic. Rector Then Nelly

Academic Vice President

Vice Chancellor Administrative & Financial

Dean Fac. Cs. Health

Director School of Medicine

Committee Chair

Encado Maintenance

Security Encado

Encada Counseling

Dir. Public Relations (809) 588-3505 Ext. 2101

(809) 588-3505 Ext. 2232

(809) 588-3505 Ext. 2310

(809) 588-3239 Ext. 2322/2221

(809) 588-3505 Ext. 2222/2221

(809) 916 0932
(809) 588-3505 Ext. 2319
(829) 770 5818
(829) 610 4202
(809) 588-3505 Ext. 2106/2107

Functions COE (Emergency Operations Center) University.

- Coordinate, direct and control emergency operations.
- Coordinate emergency operations with municipal and state institutions Emergency.
- Keep the university community informed about events that can be an emergency.
- Inform the community through the media in an emergency.
- Evaluate situations and reports of damage or loss of property, to coordinate actions and measures necessary.
- Complete and submit a report of damage or property loss.

Coordination

The University committee of response on emergency and disaster will coordinate its activities with other external institutions before the occurrence of a disaster so they can serve of support on it. These institutions are:

- The Civil Governor of the province Duarte.
- The municipal council of San Francisco de Macoris.
- THE Fire Department San Francisco de Macoris.
- The Regional Health Northeast.
- The Regional Directorate of the National Police.
- Relief agencies Duarte Province (Red Cross, civil defense, the body rescue of CURNE, Pre-hospital medical brigade of the Northeast Elite Rescue Corps and others).

Updating

This plan will be updated annually according to its development and the university strategic plan for follow up in terms of validity and execution.

Training

The executors of this plan, receive the appropriate training to it with a program of socialization, management courses extinguishers, evacuation of people, first aid and what to do before, during and after an earthquake.

Implementation of the plan

The Emergency Committee is responsible to implement the development and implementation of the Plan through units, sections or services to which they are assigned specific functions. These units consist of administrative, maintenance, security and janitors and its scope can be inside or outside.

Annual drills and simulations to evaluate the Plan in order to improve its future development will be undertaken. During the state of emergency, all staff, as well as equipment, are available to the Emergency Committee. The emergency rescue team will consist of the body elite Rescue Foundation of Emergency Services and Disaster Northeast.

Estimates

The Catholic University Nordestana, has the ability to respond to the damage caused by an earthquake measuring 6.6 on the Richter scale, with minimal damage to the structures of the administrative building, but with minimum attendance of teachers by allowing them to streamline recovery process in a short time.

The field of the university and the drainage system does not allow them to certain areas of the university flooded so their teaching activities not affected by such events.

Activation

Once known warning or known the impact if a sudden event, the University Committee on Emergency and Disaster cued should become Emergency Operations Center of the University and is responsible for conducting response actions, should meet and then distributed in places previously designated for such purposes and to run extra-institutional coordination that the situation warrants, for the implementation of plan must know the functions of the groups formed according to the position in organization chart.

Emergency Committee for University (ECU)

The Emergency Committee University Campus will be composed of the deans or their representatives, officials in key positions within the deans and members of the Emergency Operations Committee.

The function of this committee is to coordinate the preparations and activities to be carried out in an emergency, in different areas of work under his deanship, activate their emergency plans and disclose plans emergency operations employees.

Internal support Groups

Internal support groups will be composed of staff from the Department of Buildings and Grounds, University security, maintenance department, directors and assigned staff in the emergency plans of each department or office.

Coordination of External Support

The COE will develop and coordinate communication with the various institutions of government or private entities to provide us with the necessary cooperation and assistance to meet an emergency situation.

The list of emergency telephone numbers of local and state emergency institutions and other entities which are included in this document have been contacted, so we provide necessary cooperation and assistance ("Guidelines for emergency response").

Search and Rescue Team

A team composed of University Security staff and other personnel who are adequately trained to perform search and rescue work after an emergency in which potentially affected people will be established.

University Community

The entire university community has a responsibility to cooperate and assist in the establishment of measures, preparedness and activities in an emergency should be carried out in different areas of work.

They should also follow the instructions given by the official in charge of implementing the Emergency Plan in your work area or COE.

Moreover, they must notify their immediate supervisor or the COE about any situation or condition risk endangering the safety of persons or which may be an obstacle to respond quickly and effectively in an emergency.

communications

All means of internal communication which may be available to inform the university community about the possibility of an emergency event and activation of emergency plans will be used. This includes the use of the telephone, the mail, the CCTV system and

radio transmitters. For communication with external support agencies will primarily depend on, will run through the Office of the Chancellor and / or the EOC phone system.

Flow of information

The flow of information will depend on the situation or emergency event that may arise. That is, if the emergency is predictable, as is the case of storm or hurricane, before the emergency we will inform the university community about the situation. Internal communication means available will be used, as established by the COE will be reported in detail to the contact of each group and internal support person, who in turn, inform the rest of the university community. During and after the emergency will depend on the phone system and the information that can be provided through the media available.

For unforeseen, such as fires, earthquakes, placing explosives, hazardous materials spills, among others, was primarily emergencies depend on the individual contingency plans for each work area. According to the emergency situation, they will proceed to activate your emergency plan and communicate with the Emergency Coordinator or the EOC, who will conduct the necessary instructions to support groups and communicate with local and state emergency agencies for help or intervention.

Degrees of the Declaration of Emergency and Alerts and Alarms

In cases of Earthquakes

Emergency Plan in Case of Earthquake

The geographical location of the university area becomes vulnerable to earthquakes but with little intensity damage occurred to buildings of the same have been few but an earthquake could occur at any time, so we must prepare to prevent further damage during and after the event.

At the beginning of an earthquake can observe the restless movement of small objects from the area near where you are. The sound you can produce increases in intensity as the motion increases, you can still feel the sensation of dizziness or loss of balance.

You may also feel a strong and even violent initial shock followed this other continuous movements. A strong movement of this type can cause the collapse of buildings and structures, toppling furniture and equipment, broken lines of flammable gas and water, fire and hazardous materials spills.

Before an earthquake occurs

- 1 The Chancellor or designee shall ensure that the Emergency Coordinator and the COE are properly identified.
- 2 The ERC and the COE will establish a communication with the institutions and external support agencies for assistance.
- 3 The COE will review this plan at least once a year and coordinate lectures and conferences on the subject for the university community.
4. Managers, supervisors or staff appointed by them, shall ensure that work areas are kept tidy and safe.
 - a. In each building should identify risks and situations in the area that may cause an accident or other emergency situation created.

Here are some examples of risks that may be present:

Physical hazards: supporting people with disabilities or special needs, buildings may suffer partial or total collapse, furniture or heavy objects that could fall, corridors and escape routes obstructed, broken pipes propane gas, broken windows and glass doors, cables electric loose.

Chemical hazards: chemical spills, release of gases.

Emotional risks: those who can not properly react to an emergency.

- b. Safer within your work area locations should identify in advance, and in those places that you frequent.
- c. They will ensure that all employees are aware of this Emergency Plan and instructions to follow during an emergency.
- d. The university security and search and rescue brigade will establish a plan for coordinating evacuation of people in case of occurrence of a strong earthquake intensity VI or more anywhere in San Francisco.
- e. It is necessary that the following measures are carried out, this considering that most injuries and accidents happen to drop heavy objects higher places. Secure files, whiteboards and tall furniture to the walls. Heavy objects placed on you should be relocated to lower or safer places (drawer, cabinet doors, etc.). Secure and cover well the ceiling hanging objects such as lamps, ornaments, etc.
- f. You have to implement an emergency action plan to follow in each work area. This should be known by all employees in the area and indicate who or who are the persons responsible to address the situation and give instructions to staff.
- g. Coordinate and conduct emergency drills Earthquake with coworkers and classrooms at least once per semester.
- h. You have to have on hand in each work unit sufficient emergency supplies.
- i. You must ensure that the employee and the students are prepared in their homes and / or accommodations.

When an earthquake occurs

If you are inside a building and sit or alert you to the beginning of an earthquake must do the following:

- , Do not panic and stay calm.
- , Do not stand in doorways.
- , If inside a building, in general, you should stay inside until the strong movement of the building and objects.
- , Take cover under a table or desk; if there is no table or desk, cover your head with your arms and move into the safest place crouching near strong and safe furniture.
- , Move away from doors and glass windows.
- , Await instructions of the person or his supervisor.
- , If you are outdoors, move away from the poles, trees and tall buildings.
- , If you are in a vehicle must stop myself away poles, trees and tall buildings.

After you pass the Earthquake

- The Emergency Coordinator and the EOC will activate the Emergency Plan General Campus.
- Await instructions to proceed with the evacuation of the building. If you are alone, carefully out of the building and go to a safe area. Notify your immediate supervisor.
- The Director, Supervisor or designee in the building to enable
- Plan evacuation reconciled if the situation is safe and warn people in the area to proceed with the eviction.
- They should pay particular attention and adequate assistance to people with physical disabilities or special needs.
- to replicas should be alert, earthquakes of magnitude lower intensity and following a strong earthquake or earthquake, they can cause side movements, although most of these are smaller than the main shock, some may cause damage and collapsing structures and individual items weakened. Replicas can be felt for months to follow, although the frequency and size of these tends to decrease over time.
- Observe or ask if people are injured. Not attempt to move injured or unconscious people unless they are in danger. Seek medical help immediately to the Guard and University Health Services.
- Identify hazards or earthquake, such as broken gas lines, downed power lines or energized equipment that may pose an electrical hazard may be created.
- If you smell gas or chemicals are perceived do the following:
 - 1 Open windows for air circulation.
 - 2 Try to close the main gas valve.
 - 3 Do not turn lights or equipment.

4 Disconnect or turn off the main power switch.

5 Turn off the central air conditioning system.

6 Proceed with the eviction of the area and go outdoors.

7 Report on the situation of the area to his supervisor.

- If you are in an area susceptible to inundation by tsunami should the evacuation of people.
- Cooperate with the authorities and staff of the emergency brigade, wait for instructions and provide the assistance in their power, but not among the affected areas unless authorities ask for help and you can understand that.
- The Emergency Coordinator and the COE conducted an inspection and evaluation of all areas of the campus and make appropriate recommendations and reports of damage or loss.

Storm or hurricanes

As soon as the National Weather Service issued a Bulletin Surveillance Storm or Hurricane, the following will be done:

- The Emergency Coordinator will immediately activate the EOC and the work will be distributed to check the preparedness of the campus.
- The leaders of support groups inform the Emergency Coordinator on conditions that have not been corrected or can be improved before the arrival of the storm or hurricane.

Condition or Hurricane Storm Warning During and Outside business hours

As soon as the National Weather Service issues a storm warning or Hurricane, the following will be done:

- The Rector or his representative shall declare an academic and administrative by storm or hurricane recess and ordered that all tasks that have nothing to do with the preparation for the emergency stop. It informs all members of the university community, through the website of the institution as well as the various means of communication available to the university.
- The ERC will determine which along with the COE and transit officials must remain within the enclosure. In addition, request reports from the leaders of support groups in storm or hurricane and the Director of Buildings and Grounds on the preparedness of the different areas.
- Support groups to ensure building equipment (files, desks, computers) and materials (documents, papers) and they are placed away from windows.

- The Director of Buildings and Grounds order the maintenance supervisors and staff perform a final review of the buildings and surroundings.

Condition Impending Storm or Hurricane

As soon as it is determined according to information offered by the National Weather Service, the passage of a storm or hurricane is imminent, they will:

- The COE will determine which officers shall remain on the premises of the campus and order the University Guard to assume full control access to the grounds, so that access will not allow anyone without proper authorization of the President, his representative or coordinator Emergency.

After a Storm or Hurricane

The COE will ask the officials appointed to inspect the buildings to identify electrical, chemical and structural hazards before they can be occupied again and that staff can return to work. If necessary, coordinate with Public Safety Agencies and other external resources that can help in this work.

The Rector or his representative, shall request the responsible officials (deans and directors) to make an assessment of the damage, to prepare and submit reports of damage and loss necessary for the corresponding claim to the insurance companies.

In addition, it will activate the funds to be used for the purchase of materials, equipment and services needed to complete the recovery process.

The ERC meets the COE to evaluate the activities carried out during the emergency and determine the effectiveness of the actions taken. Changes should be incorporated into plans for handling emergency operations to ensure a better response to future emergencies will be decided. Also, keep a record and file all damage reports and other documents related to the event.

In case of fire within the university

Emergency Plan in Case of Fire

Fires are perhaps emergency situations of greatest incidence.

Its size can vary from a simple fire outbreak or small, easily manageable, even large fires that can cause loss of life and property.

This plan provides that employees of Precinct only try to control incipient fires may be extinguished or controlled with portable fire extinguishers or other means in which they have been trained. Larger fires will be controlled by the Fire Department.

This plan includes the closure and evacuation of the campus facilities to ensure the health and safety of people during fire emergencies.

Each building or area of the enclosure shall have a specific Emergency Plan, which includes the emergency response procedures to follow in case of fire, and the characteristics and risk conditions describing to consider if an emergency situation arises fire.

Concept of Operations

During fire emergencies top priority will be to protect the health and safety of all persons present on the premises of the campus. The evacuation of affected areas is the only practical means of protecting people during fire emergencies. As soon as one of the facilities on alert, warning or alarm of fire is given, shall be disposed of in accordance with the Plan of Operations Eviction Campus.

Fire Prevention

- The Rector or his authorized representative shall ensure that the Emergency Coordinator and the COE are properly designated.
- The COE will ensure that the enclosure meets the regulations of the Code of Fire of the Fire Department of San Francisco de Macoris.
- The Emergency Coordinator shall establish a training program for employees on fire prevention, use and handling of fire extinguishers and emergency evacuation operations.
- Directors, Supervisors or its staff shall request an annual inspection by the Fire Department, and ensure that the accusations of violations are corrected in order to obtain the certificate of inspection for each building.
- Directors, Supervisors or its staff shall ensure that all equipment and fire prevention and the fire alarm system is inspected annually by qualified personnel.
- All employees are responsible for keeping their homes neat, clean and safe work. They inform their supervisors of any dangerous situation that could cause a fire.

During a fire emergency

- Responsibility for providing an alert or emergency warning fire is held by any employee or person who detects or becomes aware that it has developed a fire.
- As soon as the fire alarm or warning occurs, or instead the fire alarm is activated, the leader of the brigade must enable evacuation Evacuation Plan Building.
- The principal, supervisor or designee who has been notified of the fire, immediately inform the University Safety.
- The University Security will contact the Fire Department then notified of the emergency Emergency Coordinator.
- Only employees who are satisfied to attempt to extinguish or control the fire may do so using appropriate portable fire extinguishers or other means in which they have been trained.
- The Emergency Coordinator and the EOC, if necessary, assume direction and control of emergency operations, coordinating with the Fire and other public safety agencies.

After a fire emergency

- The Emergency Coordinator will assess the damage and investigate the causes that margin to the fire with the help of the Fire Department.
- The principal, supervisor or person in charge of the facility shall report to COE and a damage report of what happened.
- The COE evaluate the reports and the process of emergency response to render a report to the Rector or his representative
- The Headmaster or his designee will review the reports and shall request the necessary actions and steps to address the situation.

The ERC re inspect the affected areas to determine whether it is possible to return to normal activities after recovery activities undertaken.

In either case the Director must notify the center as soon as possible to the Regional Health Services, the fire department, the national police, civil defense and Red Cross and the National Emergency and Disaster of Ministry of Public Health (MSP).

Chain Calls

Once notified of the event, the security chief is responsible for calling the heads of the different areas that make up the university Emergency Committee, namely immediately:

- Emergency Coordinator: General security supervisor maintainer, manager of counseling, internal and external support staff.
- Administrator: Chief Administrative Units (Communications, Transportation, Food Services, Admissions, Registration).

They will be responsible for calling the members that make up the areas under their control, cited above.

END OF EMERGENCY

Once the total evacuation of staff at risk and initiated the task of damage assessment and recovery is terminated the emergency services to restore teachers in shortest possible time if the damage allowed.

Phonebook supporting institutions

AREA Phone

Fire (809) 588-2232 / (809) 290-5151

Red Cross (809) 588-8111 / (809) 588-2275

Civil Defence (809) 588-3479

National Police (Radio) (809) 588-1235 / (809) 588-5563

National Army (809) 588-1003

Public Health (809) 696 9775

City Hall (809) 588-2262

Regional Hospital San Vicente de Paul (809) 588-2375

Body Elite Rescue (809) 588-2232

Civil Government (809) 588-2246

Program to prevent abuse of Drugs and Alcohol.

In coordination and support to the many and varied activities and programs of the National Drug Council:

- Integrate and link teachers and students subjects research, health, ethical, psychological counseling, to perform a diagnostic study on causes and effects of drug use.
- To establish a management structure to follow up and monitoring the outcome of the information, product workup.

- Enter and / or change the subject drug prevention curriculum in the subjects of health (ethics, values and psychology).
- Promoting from sports, cultural and spiritual programs, activities (simulations, documentaries, movies, theaters, drama, etc.) messages with prevention, trafficking and use of drugs.
- Designing and creating the club "Drug Prevention" with university extension department of counseling, psychology and student volunteers; purposes of carrying out various activities aimed at preventing drug use.
- Form a team of logistics departments of psychology, counseling and dean of students, to provide the resources to be used in programs (films, documentaries, videos, case studies, etc.) for documentation of prevention drug.
- Develop and implement training programs in relation to the prevention of trafficking and consumption of drugs (courses-workshops, lectures, panels and debates, courses, etc.).
- Empowering young people and graduate students about the importance of drug prevention, to bind the State, employment generation, control and use of drugs in the different sectors of society.
- Hold an annual meeting, containing all the activities and enter innovative programs to strengthen the project.

Activities.

- workshops
- Sports activities.
- Cultural activities.
- Talks drug prevention.
- Spiritual activities.
- Talks on sex resource management.
- Gymnastics.
- The work as a method of distraction.
- Video presentations.
- Panels.
- Courses.
- Presentation of documentaries.
- Case studies.
- Movies
- Preparation of materials; newsletters, posters, etc.

Responsible:

- Department of Counseling and Psychology
- Department of University Extension
- Dean of Students
- Arts and Culture Unit
- Sports Unit
- teachers
- Students
- Department of Human Resources
- Faculty Development
- Campus Ministry
- Research Department

Implementation plan phase:

Project Phases

First phase: the presentation, design, motivation and project approval.

Second phase: planning, scheduling and financial management for project implementation.

Third phase: Selection of personnel and logistics team will have responsibility for the project.

Fourth phase: Process of opening the project.

Fifth phase: Creating a system for monitoring and evaluation of the operational processes of the Department, to ensure that they are achieving the project objectives.

Revelation of the information method

The organization uses various means to reveal the information to students and the general public, which may be-but is not limited to:

- Publications in different spaces within your web page: www.ucne.edu.
- Press releases (print and digital media).
- Profiles on Social Networks:
 - -[Facebook.com/ucneenlinea](https://www.facebook.com/ucneenlinea)
 - -[Twitter.com/ucneenlinea](https://twitter.com/ucneenlinea)
 - -[Youtube.com/canalucne](https://www.youtube.com/canalucne).
- Through various offices who work within the institution.
- Sending emails to their website for specific information relevant to the same