

# ADDENDUM

# INSTITUTIONAL CATALOG 2017-2020

December 2017  
Vicepresidency of Planning and  
Institutional Development



**ATENAS**  
**COLLEGE**

"EDUCANDO PARA EL FUTURO"

## ADDENDUM

Atenas College has actualized the information submitted and orients the public academic population of the following addendum with the information include in the Institutional Catalog.

- a) On page 4 in the paragraph #7 of Atenas College Historical Background, we have added additional information regarding the approval programs for ACCSC. The information added is as follow:

*On December 2012, the agency ACCSC authorized the following academic programs for associate degree: Physical Therapy, Associate Degree in Science of Respiratory Care, Associate Degree in Diagnostic Sonography Technology, Associate Degree in Health Information Management Technology. Later, in August 2013, ACCSC accredited two new programs were Peripheral-Vascular Sonographic Technology and Echocardiographic Diagnostic Technology. On March 2014, ACCSC approved the associate degree in Office Systems Administration with Coding and Medical Billing.*

- b) On page 5 in the paragraph #1 of the Atenas College Historical Background, we have added additional information regarding ACCSC agency. The information added is as follow:

*In 2015, ACCSC once again recognizes the education offered at Atenas College and grants reaccreditation. For the same year in the month of May ACCSC approved that distance education courses in the program Radiological Image w/Concentration in Computerized Tomography, Magnetic Resonance and Cardiovascular/Peripheral Vascular System.*

- c) On page 6 in Table 1. Board of Directors of the Governing Board area, we have added a new member and the change of positions on the Board. The information added is as follow:

*Dr. Ángel Omar Román Domínguez, Treasure  
Mrs. Lourdes Bello Tirado, Vocal*

- d) On page 6 thru page 11 Teaching and Non-Teaching Staff area, we have added the change of positions in our staff and new Vice-presidencies. The information added is as follow:

*Page 6*

*Dr. Miguel Delgado Rivera  
Assessment Coordinator*

*Page 7*

*Mrs. Gloria Rivera Otero  
Physical Infrastructure Coordinator*

*Page 8*

*Mrs. Diana Rodríguez Alvarado  
Coordinator of Administrative Affairs*

*Page 9*

*Mrs. Naomi Tirado  
Administrator of Nursing Program*

*Mrs. Naborí Benítez Viera*

*Physical Therapist Assistant Program Coordinator*

*Mrs. Elda Santiago Cubano*

*Academic Coordinator of Clinical Education*

*Page 10*

*Sr. Ramón Tapia Rosario*

*Officer of Students Affairs*

*Page 10 thru 11*

***Vicepresidency of Technological Infrastructure and Innovation***

*Dr. José E. Valentín Mercado*

*Vicepresident of Technological Infrastructure and Innovation*

*Mr. Carlos Rodríguez*  
*Coordinator of Technology and Information Systems*

*Miss Annette Dávila*  
*Director of Educational Technology and Distance Education*

*Mrs. Hilda Martínez González*  
*Instructional Designer*

*Mrs. Diana Ramos Martínez*  
*Simulation and Clinical Learning Center Director*

*Mrs. Mariluz Febles Vidal*  
*Administrative Assistant of the Simulation and Clinical Learning*

*Mrs. Deborah Ayala Pagán*  
*Technician of the Simulation and Clinical Learning*

***Vicepresidency of Recruitment and Communication***

*Yaniri S. Molina Álvarez*  
*Vicepresident of Recruitment and Communication*

*Ovidio Soto Valentín*  
*Coordinator of Recruitment and Communication*

*Mrs. Milton Ramos*  
*Recruitment Coordinator*

- e) On page 15 thru 18 in the Description of Physical Facilities, we have added new information regarding the description of our facilities. The information added is as follow:

*Atenas College began operations in 1996, after obtaining the necessary permits and authorizations by the regulatory agencies. The classrooms and student services offices were located on the second floor of the Julio E. Hernández Rodríguez Building.*

*Quickly, it became necessary to expand the classroom area, due to the enrollment that continued to increase, so the institution was able to find more rooms in the first level of the aforementioned building. Due to the high demand for the academic offer, the institution decided to continue its operations with the construction of a third floor in the Julio E. Hernández Rodríguez building. In addition, it continued with the purchase and adaptation of a number of properties for laboratories, administrative offices and student services.*

*Atenas College, in its continuous effort to offer an education of excellence in 2009, adopts the simulation education strategy, therefore, in the Julio E. Hernández Rodríguez building, the Simulation Center was built and enabled in all the facilities of the second floor. and Clinical Learning (Simulated Hospital).*

*Currently, Atenas College has the classrooms, student services offices, laboratories, simulation center, library and parking spaces adequate to serve the student community and employees. We recognize that good planning and the best use of spaces have been essential to the growth and success of our graduates. The success of our graduates is the motivation to take more challenges directed towards the achievement of the Mission and institutional Goals. Atenas College has the following physical facilities:*

***Building 1–Student Services***

*The Student Services building has two levels, located at Vending Street # 6 at Paseo de la Atenas # 103. In the first level, are the reception area, human resources offices, admissions and recruitment offices, economic assistance offices, photocopier area, warehouses and two bathrooms with facilities for people with disabilities. In the second level, there are seven offices, a file room, two warehouses and two bathrooms.*

### ***Building 2–Students Services and Presidency Offices***

*This building has two levels and is located on Vending Street # 1. On the first level is reception, registration, administrative offices and warehouses, two bathrooms and photocopier area. This level has a total of 1,296.36 ft<sup>2</sup>.*

*The second level of building 2 of student services and presidency offices has 1,343.26 ft<sup>2</sup> which are distributed in a reception area, a conference room, four offices and two bathrooms.*

### ***Building 3–Julio E. Hernández Rodríguez (Principal Building)***

*The building Julio E. Hernández Rodríguez is located in Paseo de las Atenas # 101, is the building with the largest movement of students. Consists of three levels as follows: classrooms, Simulation Center and Clinical Learning (Simulated Hospital), Science Laboratory, Health Information Management Laboratory, Computer Laboratories, Diagnostic Imaging Simulation Center, Cardiopulmonary Resuscitation Center authorized by the American Heart Association, Cardiorespiratory Laboratory, Resource Center for Learning, Orientation and Counseling, Career Development, Faculty Rooms, a parking area and the "Mirna Carrión Espino" Student Center that is equipped with tables, chairs, monitors, photocopiers, candy machines, Wi-Fi wireless access and three microwave ovens for the use and comfort of our students.*

*In addition, it has an elevator, which provides access to the second and third floors; in addition, access ramps and bathrooms for people with disabilities in each of the entrances and exits of emergencies.*

*This level has six (6) bathrooms; in the living room area there are four bathrooms with 218.84 ft<sup>2</sup>, the other two bathrooms are located in the Sonography area and have 308 ft<sup>2</sup>.*

### ***Julio E. Hernández Rodríguez Building –Second Floor***

*In the second level, the Julio E. Hernández Rodríguez building is the Clinical Learning and Simulation Center (Simulated Hospital), skill laboratories, classrooms and academic offices.*

*In addition, this level has accessible restrooms for people with disabilities, five storage areas and a laundry area.*

### ***Julio E. Hernández Rodríguez Building –Third Floor***

*At the third level is the Resource Center for Learning and Technology, classrooms and student service offices. This level is accessible by stairs and elevator. The Resource Center for Learning has 921.20 ft<sup>2</sup>. This level has 11 classrooms and student service offices. Additionally, it has a bathroom for women and a bathroom for men, both with facilities for people with disabilities. This level has a total of 9,372.99 ft<sup>2</sup>.*

### ***Building 4 - Annex A***

*Building 4: Annex A has two levels. This building is located on Norma Street in front of the Student Center. Annex A has 1,330.8 ft<sup>2</sup>. In this building, there are two classrooms, an office and two bathrooms. The second floor has an area of 1,300 ft<sup>2</sup>. In this space lectures, trainings and workshops for students and teachers are held.*

*On the first level there are two classrooms, an office, a warehouse and two bathrooms. The second level is an open area that is used as a conference room and to provide various workshops.*

### ***Building 5 - Annex B***

*The Annex B building is a building with a single level, the location is on Norma Street in front of the Student Center. Annex B has 1,073.89 ft<sup>2</sup>. In this building are located the office of the Nursing Science program, the faculty room, a room for tutoring, two bathrooms and a living area.*

*This building has four offices. Finally, the women room has 27 ft<sup>2</sup> and the men's room has 29 ft<sup>2</sup>.*

### ***Building 6 - Annex C***

*The Annex C building has two levels. Its location is on Paseo de la Atenas corner with Norma Street. This building has 2,800 ft<sup>2</sup> in its two levels. The first level has 1,400 square feet and is distributed as follows: two classrooms, two bathrooms and a warehouse.*

*The first level has two classrooms, the first room has 314.43 ft<sup>2</sup> and the second room has 379.29 ft<sup>2</sup>. In addition, it has a bathroom for women and a bathroom for men. The hall of this*

level has 255.56 ft<sup>2</sup>. The warehouse counts 74 ft<sup>2</sup>. The second level of Annex C also has 1,400 square feet and is distributed in three offices, three rooms for tutoring and a bathroom.

*All buildings are adequate facilities to offer services to students and staff of the community with physical disabilities.*

*The institution provides parking space with security service, with possibilities of expansion, for the convenience of our students. During the past five years, Atenas College has expanded its facilities for the convenience of the growing student population.*

- f) On page 21, in the section of Definition of Terms we have added new information regarding the New Student at Secondary Level Education. The information added is as follow:

***New Student at Secondary Level Education***

*Any student who has been admitted to the high school academic program leading to a high school diploma.*

- g) On page 22, in the section of General Admissions Requirements for the Technical Division, we have added the requirements #3, #4 and #5. The information added is as follow:

3. *Have a minimum 2.00 general average on a scale of 0.00 @ 4.00.*
4. *The student who has obtained less than 2.00 in the results of the Transcript of Credits will pass to an interview with the Professional Counselor, or authorized faculty that belongs to the program where the student wishes to enroll. The Professional Counselor or authorized faculty must complete the Interview Form.*
5. *If the student shows that, they have an academic preparation diploma in a technical, associate or bachelor program of an authorized education institution, the graduation average obtained for the purposes of admission to the program may be considered.*

- h) On page 23, section #6 of the Admissions Requirements for the Technical Division, we have added additional information regarding the College Board results. The information added is as follow:



a. *The purpose of requesting the results of the College Board is to identify whether the student may have the need for tutoring in the areas of Spanish, English and mathematics. Students who do not present the results obtained from the College Board exam will be administered a diagnostic test which must be approved with no less than 70% to measure their use in the following subjects:*

- i. *Spanish*
- ii. *Math*
- iii. *English as a second language*

*This exam will be administered by the Vice Presidency of Academic Affairs, General Education and by the faculty of the program to which the student belongs, during the first academic term.*

*Students who do not present the results obtained from the College Board exam will be given a test to measure the cognitive domain, skills and attitudes in the subjects to be evaluated. This exam will be provided by the Vice Presidency of Academic Affairs, during the second week of the start of classes.*

i) On page 24, section #4 of the General Admission Requirements for the Degree Division, we have added additional information regarding the College Board Results. The information added is as follow:

a. *The purpose of requesting the results of the College Board is to assess whether the student has the need for tutoring in the areas of language Spanish, English and Mathematics. Students who do not present the results obtained from the College Board exam will be administered a diagnostic test which must be approved with no less than 70% to measure their use in the following subjects:*

- i. *Spanish*
- ii. *Math*
- iii. *English as a second language*

*This exam will be administered by the Vice Presidency of Academic Affairs, General Education and by the Coordinator of the program to which the student belongs, during the first academic term.*

- j) On page 24, in bullet #2 of the Pharmacy Technician Program in the section of Admissions Requirements specific for Technical Division, we have added additional information. The information added is as follow:

*The student who has not passed the general chemistry class has the option to take it in the institution and cover the cost of it, as long as the course is available, or in another institution that is authorized by the Department of Education of Puerto Rico.*

- k) On page 26, in bullet #3 of the Associate and Bachelor Degree in Nursing Sciences /Science Respiratory Care /Technology in Health Information Management / Office Systems Administration with Coding and Medical Billing/ Echocardiographic Diagnostic Technology/ Peripheral-Vascular Sonographic Technology/ / Sonographic Diagnostic Technology, we have added additional information. The information added is as follow:

*If the student shows that, they have an academic preparation diploma in a technical, associate or bachelor program of an authorized education institution, the graduation average obtained for the purposes of admission to the program may be considered.*

- l) On page 26, in bullet #3 of the Radiologic Image w/ Concentration in Computerized Tomography, Magnetic Resonance and Cardiovascular/Peripheral Vascular System /Radiologic Image w/Concentration in Computerized Tomography, Magnetic Resonance and Mammography/ Technology Sciences of Radiologic Image, we have added additional information. The information added is as follow:

*If the student shows that, they have an academic preparation diploma in a technical, associate or bachelor program of an authorized education institution, the graduation average obtained for the purposes of admission to the program may be considered.*

- m) On page 30, we have added new information regarding the Conditional Registration. The information added is as follow:

### ***Conditional Registration***

*Conditional enrollment is considered when the student cannot evidence with the original document, one of the admission requirements at the time of admission. Nevertheless, those classified as such, are considered regular students of the institution with all rights and responsibilities it implies, since this is used only as a classification and control measure until the participant meets such requirement.*

*The student who at the time of enrollment, has not submitted any official document required, will have an academic term to meet such requirement. The institution shall proceed with an administrative withdrawal if the documents are not presented during this time, nor has mediated written or verbal communication justifying tardiness. If by the end of this period such document has not been submitted, the student will not be able to enroll for the following term.*

- n) On page 30, we have added new information regarding the Late Registration. The information added is as follow:

#### ***Late Registration***

*It will be considered Late Registration all course selection made after the enrollment period and after the date indicated in the academic Calendar. A \$30.00 fee will be charged.*

- o) On page 31, we have added new information regarding the Listening Students. The information added is as follow:

#### ***Listening Students***

*The institution encourages people from the community to enroll as listener students in those courses of their particular interest. People enrolled as Listener Students do not gain credits nor final grade. Nevertheless, payment for the course, as established in the table of costs, shall be met.*

*Students may enroll as listeners only with the written consent of the Associate Vice President of Academic Affairs. They may take up to two non-major courses, and is subjected to space availability. Enrollment cost is 50% of the current fee. If a student wants to change from listener to regular student, will have up to the last day for late registration informed in the Academic Calendar to make the change, and must pay the total fee for the course (the remaining 50% of the total cost for the course).*

- p) On page 39, we have added new information regarding the description of the Modalities offer in the institution. The information added is as follow:

#### ***Hybrid courses***

*Also known as "blended learning," combines traditional face-to-face learning that occurs in the classroom with online learning. It is the result of the combination of classroom and online teaching methods in order to improve the student's experience. Hybrid courses in*

*Atenas College offer 50% face-to-face contact hours and 50% online time through the Moodle Learning Management System.*

### ***Face-to-Face Courses***

*In face-to-face courses, students participate of 75% - 100% contact hours in a teacher-supervised environment and can complete 25% contact hours through the Moodle Learning Management System, working academic activities such as quizzes, assignments, additional readings, reflective journals, discussion forums and/or chats, among others.*

q) On page 51, we have added new information regarding the Evolution Award. The information added is as follow:

#### ***Evolution Award***

*The Evolution Award has the purpose of recognizing the student who faces adversities but continues toward his/her goal and makes an extraordinary effort with the purpose of obtaining the desired academic degree.*

*The criteria for selecting the student candidate to receive the Evolution Award are the following:*

- *Have demonstrate improvement during their academic process.*
- *Has exhibit excellent behavior worthy of admiration among the academic community of the institution.*
- *Has expressed a high spirit of fellowship and good human relations with their peers.*
- *Has met the graduation requirement*
- *Has been recommended by the Graduation Committee.*

r) On page 70 thru page 73 in the Student Services section, we have added additional information regarding the Policy for the Management and Solution of the Qualifications carried out by the Student. The information added is as follow:

## ***Policy for the management and solution of the qualifications carried out by the student***

### ***Purpose***

*It is Atenas College's policy to provide the student with an academic environment that fosters integrity, free expression, and attention to the student's needs. Atenas College aims to establish adequate processes to deal with the complaints and claims of students. It will be applied within the Institution or at any other place that is considered an extension of the classroom (known as clinical centers), or where official acts are being carried out and sponsored by the Institution.*

*Atenas College guarantees equal opportunities in all its educational programs, services and benefits. The institution does not discriminate on the basis of race, color, age, gender, origin, marital status, social status, veteran status in the U.S. Armed Forces, disability, sexual preference, nationality, religion, gender, ethnic, physical appearance, affiliation policy or other classification protected by the provisions but not limited to Section 504 of the Rehabilitation Act of 1973 (PL 93-112), ADA (Americans with Disabilities Act PL 101-336), and any other applicable federal or state law or regulation.*

### ***Definitions***

- 1. Institution-Atenas College*
- 2. Student- Any person enrolled in the courses within the academic offerings.*
- 3. Student Complaint- Oral or written expression by a student who has a situation that allegedly affects the rights of the complaining party, including but not limited to academic, administrative or service matters.*
- 4. Complainant - Person filing the complaint.*
- 5. Accused -Person or persons against whom the complaint is filed.*
- 6. Investigation- Procedure initiated to obtain information that clarifies a complaint*
- 7. Evaluation Committee- Persons who will conduct the investigation and report to the Vice President for Student Affairs or other personnel related to the facts. The Evaluation*

*Committee shall be composed of at least three (3) persons, one of whom shall be the Counselor, Associate Vice-Chairperson of Academic Programs and a representative of the office related to the facts. If any member of the Evaluation Committee is part of the complainants and their intervention represents a conflict of interest with the complaint or one of the complainants, the complainant will be replaced by another official.*

### ***Procedures***

- *Any student who understands that his or her rights have been or are being violated or the institution has failed to comply with any policy, procedure or institutional rule, including but not limited to academic, administrative or service matters may file a written complaint at the Counseling Office within a term of ten (10) work days from the date on which the alleged acts or violations occurred.*
  - *For this purpose he/she must use the Student and Alumni Complaint Form. With the completed form the student must include the evidence of the alleged acts. The complaint must include a clear and concise narrative of the facts to support the claim.*
  - *Once the complaint has been received, the Counseling Staff will immediately evaluate the nature of the complaint and send a copy of all related documentation to the Vice President of Student Affairs. Additional information may include, meeting minutes with administrative staff, faculty, security personnel, or other professional who due to the nature of their duties, expertise or the nature of the complaint. Institutional officials or staff will complete a written report about the meeting and the recommendations, and will send a copy to the Vice President of Student Affairs and copying their corresponding Vice-Presidency.*
  - *It is important to note that conciliation and mediation methods will always be available to resolve complaint or claims on an informal way, to clarify or resolve the controversy.*

*The Advisor may make an appointment with the parties individually or collectively,*

*in order to establish a dialogue and reach a conciliatory solution. When a solution*

*to the conflict is reached through this process, a written report will be sent immediately to the Vice President of Student Affairs and to the corresponding Vice-Presidency.*

- *If the complaint is not solved through the informal procedure, the Counseling Office will send the complaint to the Vice President of Student Affairs. The Vice President convenes, within ten (10) working days, the Evaluation Committee to address the complaint.*
- *Once the complaint or claim has been received and depending on the severity of the complaint, the Student Affairs Vice-Presidency may take immediate action to protect the safety and integrity of any member of the Institutional community, general community, and property. Depending on the nature of it. Depending on the nature of the matter (including aspects related to Student Regulations, academic matters, services, security, etc.), institutional officials may refer the issue and request emergency meetings with the corresponding Vice-Presidents, Office of Resources Human Resources or the Office of Presidency, for decision-making.*
- *During the investigative process and analysis, the student must state his / her situation and if he/she understand that it is necessary present evidence to support his / her allegations, including witnesses and documents these will be accepted as part of the case file. The Committee may cite any employee or official of the Institution to obtain additional information related to the complaint.*
- *The Evaluation Committee will have up to ten (10) working days to evaluate the complaint and make recommendations and interventions, among which may be considered but not limited to:*
  - *Bring together the parties involved, individually or collectively, to attempt a solution to the complaint and resolve the dispute as part of an administrative process.*
  - *Refer the issue to the Human Resources Office so that they can process in accordance with the Employee Handbook or other applicable/appropriate action. (If the complaint is directed to an*

*employee (academic or administrative)*

- *The recommendation of the Committee will be submitted to the Vice President of Student Affairs and to the corresponding Vice-presidency or to the Human Resource Office, and will decide to adopt them partially or totally, for the decision-making.*
- *The notification to the complainant about the decision of his/her complaint will be sent by the Vice Presidency of Student Affairs through certified postal mail, within a term of no more than ten (10) working days, after the administrative process has been completed.*
- *If the student does not agree with the determination made, the student may request a hearing with the Vice President of Student Affairs.*
  - *This process will have to be requested in writing within ten (10) working days after the date on which the determination is received. The appeal must state the reasons why he/she disagree with the determination.*
- *If the student, after meeting with the Vice President for Student Affairs, disagrees with the determination made at that meeting, the student may still request a written appeal addressed to the President within six (6) business days.*
- *Once the President or its representative receives the appeal, he/she will have up to no more than ten (10) working days to answer the appeal:*
  - *The determination made by the President or his/her representative shall be informed to the complainant by a written notice by certified mail and return receipt requested. The decision of the President shall be final and firm*
- *The final report of the determination will be included in the student's academic record and in the custody of the Registrar's Office.*





- s) On page 74, we have added additional information regarding the Law that Prohibits Discrimination by Sex – Title IX of the Amendments to Education Act of 1972. The information added is as follow:

***Law that Prohibits Discrimination by Sex - Title IX of the Amendments to Education Act of 1972***

*The Education Act of 1972 of Title IX, is the federal law that prohibits gender discrimination in education programs and activities in schools that receive federal funds. It states that: "No person in the United States, for reasons of sex, may be excluded, denied benefits, or be discriminated against under any educational program or activity receiving federal funds."*

*To ensure compliance with Title IX, Atenas College has developed a policy that prohibits discrimination in its educational programs, institutional activities and in the provision of services for reasons of gender, race, age, color, ethnic origin, social condition, marital status, religious or political beliefs, sexual preference, nationality, veteran status in the Armed Forces or physical disability. To obtain a copy of the policy, you can access our page [www.atenascollege.edu](http://www.atenascollege.edu) in the Consumer Information section.*

*Atenas College has designed a Title IX Coordinator as the main contact, who is responsible for the preparation, adoption and fulfillment of the dissemination of the institution's non-discrimination policy and for having it available to students, staff and the public, according to Title IX. If you have questions related to the provisions of Title IX, you can contact:*

- *María C. Medina Vargas  
Vice president of Student Affairs  
Coordinator of Title IX  
Paseo del Atenas #101  
Manatí, PR 00674  
Located in: First Level of the Student Services Building (Admissions)  
Telephone: 787-884-3838, Ext. 258  
Email: [mmedina@atenascollege.edu](mailto:mmedina@atenascollege.edu)*
- *US Department of Education  
Civil Rights Office  
Telephone: 800-421-3481  
Email: [ocr@ed.gov](mailto:ocr@ed.gov)*

- t) On page 90 of the Academic Offering Degree Programs section, we have upgraded the Student Learning Outcomes (SLO's) of the Bachelor's Degree in Nursing Science. The information added is as follow:

***Bachelor's Degree in Nursing Science***  
***Student Learning Outcomes (SLO's)***

- *Allocate and manage physical, fiscal, and human resources; and utilize communication, collaboration, and leadership strategies in the supervision of client care activities.*
- *Evaluate nursing outcomes, participate in research, and utilize research findings.*
- *Integrate basic, physical and social science, and the humanities in nursing practice.*
- *Engage in care of self and assume responsibility for lifelong learning and professional development.*
- *Provide preventive care and health promotion of individuals, families, groups, communities, and populations, considering cultural diversity and social determinants of health.*
- *Integrate concepts regarding procedures, health care policy, finance, regulatory environments, and regulation in health care, according to local, national and global trends.*
- *Exhibit knowledge, skills, and attitudes when providing nursing care to the individual, family, and community in complex, high-risk, and critical care situations in health scenarios.*
- *Engage in ethical reasoning and actions to provide leadership in promoting advocacy, collaboration, and social justice as a socially responsible citizen.*

- u) On page 107 of the Academic Offering Degree Programs section, we have upgraded the Student Learning Outcomes (SLO's) of the Associate Degree in Nursing Science. The information added is as follow:

***Associate Degree in Nursing Science  
Student Learning Outcomes (SLO's)***

- *Integrate legal-ethical and moral principles to promote a culture of quality and safety using professional standards, policies, regulations, and best practices to perform the nursing professional role.*
- *Participate as a competent professional and as a key member of inter-professional and intra-professional teams for improving patient health outcomes.*
- *Utilize patient care technology and information management to support professional role performance; emphasizing effective communication, care management, and error prevention.*
- *Integrate safety in patient care and apply the nursing process across the health-illness continuum, focused on holistic quality caring through evidence-based practice.*
- *Incorporate principles of critical thinking using reasoning and professional judgment for decision-making to address simple to complex situations based on best practices and evidence in nursing care.*
- *Exhibit effective leadership to provide client-centered care, considering the developmental stages across the lifespan and promoting behavioral change through the teaching-learning process.*

- v) On page 115 of the Academic Offering Degree Programs section, we have upgraded the Student Learning Outcomes (SLO's) of the Associate Degree Program in Physical Therapist Assistant. The information added is as follow:

***Associate Degree Program in Physical Therapist Assistant  
Student Learning Outcomes (SLO's)***

- *Professional Standards, Patient-centered care, Quality and Safety: Behave in a safe, ethical and legal manner adherent to the standards, regulations, and values of the*

*physical therapist assistant, to provide patient-centered care, and meet the expectations of the patient/client, family, the physical therapy profession, and other health care professionals, acknowledging the individual and cultural differences.*

- *Communication, Patient education, Acquisition of information: Communicate effectively with the patient/client, family, and other members of the health care team, in a verbal, non-verbal and written manner, for the collection, documentation, and reporting of data regarding patient status and performance according to the plan of care.*
- *Decision Making, Evidence Based practice: Incorporate evidence-based practice to support appropriate clinical decision-making towards patient/client progression within the plan of care established by the physical therapist, with knowledge, clinical judgment, critical thinking, responding to the intervention with consistency, competency, and quality.*
- *Use of technology: Use technology systems to carry out their function in the rendering of physical therapy services and obtain information, record data about patient intervention, billing, and payments, aimed at achieving organizational planning.*
- *Collaboration and Teamwork: Collaborate with the interdisciplinary team in the implementation of appropriate management practices within the physical therapy service.*
- *Patient education, Collaboration and Teamwork: Competently demonstrate abilities for the implementation of instruction and education programs aimed at achieving goals set by the physical therapist for patients/clients, family members, caregivers, health providers, and community, safely, effectively, and efficiently.*
- *Plan of Care: Demonstrate competent behaviors in their commitment to their roles and responsibilities as physical therapist assistants, to administer physical therapy established in the plan of care, under the direction and supervision of a physical therapist.*
- *Professional development: Participate in community and professional organization activities that promote professional development and lifelong learning.*

w) On page 121 of the Academic Offering Degree Programs section, we have upgraded the Student Learning Outcomes (SLO's) of the Associate Degree Program in Science in Respiratory Care. The information added is as follow:

***Associate Degree Program in Science in Respiratory Care  
Student Learning Outcomes (SLO's)***

- *Exercise their practice within ethical, legal, and professional values, based on the standards of the respiratory care practice.*
- *• Develop evidence-based practice to offer the client optimal health care, using critical thinking and clinical judgment when making decisions.*
- *• Demonstrate domain of communication skills, both oral and written in the health scenario and the use of medical terminology in English and Spanish with team members, patient /client and family.*
- *• Integrate the work in interdisciplinary teams focused on the patient, guaranteeing patient care continuously and reliably.*
- *• Use technology and information systems when performing their functions in health service environments.*
- *• Demonstrate the use of specific techniques for physical assessment, estimated cardiopulmonary, administration of pharmaceutical substances and medical gases in patients with cardiorespiratory conditions promoting a safe and quality practice.*
- *• Apply priorities for the treatment of cardiac emergencies and fatal arrhythmias, management of natural / artificial airways, using techniques of recognition and application of skills and effective communication of basic and advanced measures of cardiopulmonary resuscitation.*
- *• Apply therapeutic and diagnostic modalities to patients presenting problems or pathological conditions of the cardiopulmonary system.*
- *Demonstrate mastery in the performance, analysis and interpretation of studies or lung function tests and other invasive and non-invasive laboratory tests that help diagnose cardiopulmonary conditions and diseases.*
- *Apply the priorities of treatment and management of patients receiving invasive and non-invasive mechanical ventilation in emergency environments, critical care and at home.*



microbiological analyzes are highlighted. This course offers 3 hours of theory and 2 hours of laboratory per week during an academic time.

**BIO1300 Cardiovascular Anatomy and Hemodynamics 2 credits**

**Pre-requisite: BIO1101, BIO1102**

This course is designed for the student to identify the structures and functions of the cardiac and vascular system. The embryonic development and the transition of these systems from the intrauterine to the extrauterine life, the blood flow of the heart itself, the morphological, topographic and functional anatomy of the blood vessels, the nervous control of the heart and the blood vessels, the phases are studied of the cardiac cycle, the cardiac output, the heartbeat, the effect of the ions on cardiac function and blood pressure will be study. This course meets 1 hour of theory per week and 2 hours of laboratory per week for an academic term.

**BIO1400 Advanced Cardiopulmonary and Renal Physiology 2 credits**

**Pre-requisite: BIO1102**

This course offers the student advanced knowledge on the physiology of the systems: respiratory, cardiovascular and renal. The student will describe and explain advanced concepts of cardiopulmonary physiology; describe the neurology of respiration, mechanics of ventilation ventilation/perfusion concepts, balance and transport of oxygen and carbon dioxide in the blood, the transport of gas from the lungs to tissues, the acid-base balance and arterial gases. It also includes renal physiology related to fluid balance, electrolytes and acid-base balance. This course meets 2 hours of theory per week during an academic term.

**CIF1100 Physical Science Applied to Health 3 credits**

**Pre-requisite: MATE1200**

This course presents in a logical and unified way the physical sciences at an introductory level, highlighting the basic ideas that constitute its foundation: the laws of movement and conservation, and the interaction between particles and fields. The student is exposed to various experiences in a teaching-learning process in the areas of mechanics and temperature. The





Costs Breakdown - Technical Division

Program Coding	Program Name	Length in Hours	OSW Hours	Total Credits Accrediting Agency	Total Credits Department of Education	Total Cost	Estimated Cost - Books / Materials
TEM	Emergency Medical Technician (Paramedic)	1,200	210	46	36	\$ 8,501.00	\$1,714.00
TET	Electrocardiography and Telemetry Technician	1,170	225	40	36	\$ 8,450.00	\$1,451.00

z) On page 222, we have added the new costs and fees in Table.81 Costs and fees breakdown for Degree Division. The information added is as follow:

**Table 81. Costs and Fees Breakdown for Degree Division**

Description	Amount
Cost per Credit	\$ 140.00
Cost per Credit for the Physical Therapist Assistant Program	\$ 155.00
Cost for Audit Credit	\$ 70.00
Cost for Audit Credit for the Physical Therapist Assistant Program	\$ 77.50
Enrollment Fee per Academic Term	\$ 25.00
Cost for Challenge Exam per Credit	\$ 80.00
Cost for Challenge Exam per Credit for the Physical Therapist Assistant Program	\$ 77.50
Instructional fee includes: fees for Learning Resource Center, activities, study related insurance (insurance for accidents and clinical area), and simulated technology and laboratories.	
Instructional Fee 1-5 Cr	\$ 125.00
Instructional Fee 6-8 Cr	\$ 250.00
Instructional Fee 9-11 Cr	\$ 375.00
Instructional Fee 12 Cr or more	\$ 500.00

Description	Amount
General Fee includes: construction fee and maintenance fee	
General Fee 1-5 Cr	\$ 17.50
General Fee 6-8 Cr	\$ 35.00
General Fee 9-11 Cr	\$ 52.50
General Fee 12 Cr or more	\$ 70.00
Identification Card	\$ 5.00
Graduation Fee (Diploma and Evaluation and Evaluation)	\$ 75.00
Additional Fees	
Late Registration Fee	\$ 30.00
Readmission Fee	\$ 25.00
Validation Fee	\$ 25.00
Credits Transcript	\$ 3.00
Certification of Graduation	\$ 4.00
Certification of Studies	\$ 2.00
Change of Class Schedule	\$ 10.00
Late Charge (for each late payment)	\$ 10.00
Char for transferring account to a Collection Agency	\$ 20.00
Duplicate of official document (high school evidence, study agreement, certification of immunization, Federal Pell Grant result, among others.)	\$ 1.00
Certification (payment, debt, financial aid, account breakdown, among others.)	\$ 1.00
Change of Major	\$ 10.00
Removal of Incomplete	\$ 5.00
Charge for sending documents via certified mail	\$ 7.00

aa) On page 223, we have added Table.82 Information of the Program Costs – Degree Division. The information added is as follow:

**Information of the Program Costs – Degree Division**

*Table 82. Information of the program costs – Degree Division*

<b>Program Coding</b>	<b>Program Name</b>	<b>Length in Hours</b>	<b>OSW Hours</b>	<b>Total Credits Accrediting Agency</b>	<b>Total Credits Department of Education</b>	<b>Total Cost</b>	<b>Estimated Cost - Books / Materials</b>
<b>GAE</b>	<i>Associate Degree in Nursing Science</i>	1,425	68	20	5	\$12,500.00	\$ 2,434.00
<b>BAE</b>	<i>Bachelor Degree in Nursing Science</i>	2,370	120	36	9	\$22,160.00	\$ 3,873.00
<b>GAR</b>	<i>Associate Degree in Technology Sciences of Radiological Image</i>	2,070	70	24	6	\$13,232.50	\$ 2,358.00
<b>BRM</b>	<i>Bachillerato en Ciencias de Imagen Radiológica con Concentración en Resonancia Magnética, Tomografía Computadorizada y Mamografía</i>	3,840	126	40	10	\$23,595.00	\$ 3,181.00
<b>BRC</b>	<i>Bachelor Degree in Radiological Image w/Concentration in Computerized Tomography, Magnetic Resonance and</i>	3,840	126	40	10	\$23,595.00	\$ 3,249.00

<i>Cardiovascular/Peripheral Vascular System</i>								
<b>GAS</b>	<i>Associate Degree in Sonographic Diagnostic Technology</i>	1,770	75	24	6	\$14,075.00	\$	2,498.00
<b>GSP</b>	<i>Associate Degree in Peripheral-Vascular Sonographic Technology</i>	1,755	75	24	6	\$14,075.00	\$	2,176.00
<b>GED</b>	<i>Associate Degree in Echocardiographic Diagnostic Technolgy</i>	1,770	75	24	6	\$14,075.00	\$	2,586.00
<b>GAC</b>	<i>Associate Degree in Respiratory Care</i>	1,560	75	24	6	\$14,075.00	\$	2,237.00
<b>GAM</b>	<i>Associate Degree in Technology of Health Information Management</i>	1,515	72	24	6	\$13,655.00	\$	1,826.00
<b>GCF</b>	<i>Associate Degree in Office Systems Administration with Coding and Medical Billing</i>	1,560	71	24	6	\$13,372.50	\$	2,708.00
<b>GTF</b>	<i>Associate Degree in Physical Therapist Assistant</i>	1,800	71	25	5	\$13,985.00	\$	2,422.50

*\* Costs and charges are subject to change. The costs of books and materials are approximate, since they can vary according to the suppliers.*

*\* The total cost is calculated according to the study periods by the suggested sequential*