



2020-2021

# Institutional Catalog



Mayaguez Institute of Technology

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## MESSAGE OF THE PRESIDENT

Dear Student:

Greetings.

The staff at *Mayaguez Institute of Technology* gives you a warm welcome to our Institution. We are all willing to give you the support and encouragement so that you can achieve your occupational objective.

I hereby want to inform you that during your visit to our Institution the services that are essential for you to accomplish your program will be at your disposition, such as: academic advising services, career development and placement, available financial aid and other academic support.

This catalog will help you to understand our Institution in academic and administrative areas. We at *Mayaguez Institute of Technology* want to be your educational portal to help you to successfully integrate in the world of jobs. You only need to have a genuine interest to learn and to improve yourself. Our staff and instructors will take care to equip with the knowledge and skills.

My greatest satisfaction, both personally and professionally, will be able to greet you at the graduation ceremony to reaffirm to you that in *Mayaguez Institute of Technology* you will always be part of our family.

Hope that God fills you with blessings and good health to you and yours.

Sincerely,

*José R. Rovira-Anadón, CPA*  
President

## EXPLANATORY NOTES

This catalog is published by *Mayaguez Institute of Technology*, located in 116 Ramos Antonini (East) Street, Mayaguez, Puerto Rico. The information contained herein is effective from the date of revision on July 1, 2020 and applies to all our programs of study.

*Mayaguez Institute of Technology* reserves its right to make changes in the programs of study, the academic admission requirements, tuition and fees, costs materials and in the administrative policies related to the conduct of the students (disciplinary actions) and any other rule, regulation or institutional policy at a time be consider desirable or necessary. These changes will be made taking in consideration changes in the standards of accreditation of our accrediting agency and in the regulations of the Department of Education of the United States and will be notified to the students prior to their implementation by catalog addenda and/or circular letters.

*Mayaguez Institute of Technology* reserves its right to cancel and/or postpone a course or academic program in a start date and gradually discontinues any program when it does not have sufficient demand.

The act of register and enroll in a program means that the student accepts and will comply with all institutional regulations. It is the student's responsibility to stay informed on the regulations, academic requirements of their program and the rules of conduct in the Institution through the reading of this catalog and addenda, by accessing periodically our website located on [www.mitpr.edu](http://www.mitpr.edu) or by attending to our orientation meetings.

## DISCLOSURES

This catalog is available electronically on our website: [www.mitpr.edu](http://www.mitpr.edu). Printed copies are available for review in our Study Room and, at request; a copy will be given by any staff member of the Department of Admissions or the Registrar. Additional information you should know are published in:

1. The Enrollment Agreement (Contract of Study)
2. The Consumer Student Handbook-Financial Aid
3. Student's Right to Know Disclosures –Website [www.mitpr.edu](http://www.mitpr.edu)

## HISTORICAL BACKGROUND

*Institución Chaviano de Mayaguez, Inc. D.B.A Mayaguez Institute of Technology*, was founded in San Juan, Puerto Rico by the international designer Rigoberto León Chaviano. Given the need for this type of instruction in the western side of the Island, in the year 1975 the institution open its doors in Calle Méndez Vigo # 3 (West), Mayaguez, PR with the offering of courses in sewing, pottery and tailoring to Vocational Rehabilitation Programs and to private students. On 1978 the institution contracted with the CETA III programs, Section 303 and JTPA IV 402 (today WIA). The Institution also was authorized to enroll veterans and their families receiving study benefits from the Veterans Administration. For the year 1979, to enhance the facilities, the Institution moves to the Gauthier Building at Calle de Diego # 3 settling on floors two and three.

On September 1, 1983, the school changed ownership by been acquired by Ms. Amelia Muñiz and Blanca Llantín. At the end of 1983, the programs of Upholstery and Tapestry was authorized and

started its first group of students. In the year 1986 and due to continuous growth, additional space was acquired in Calle Santiago R. Palmer # 113 (East).

On the year of 1987 the Institution was accredited by the "National Association of Trade and Technical Schools (NATTS)", now known as the "Accrediting Commission of Career Schools and Colleges (ACCSC)". Also, on that year it was authorized by the Department of Education of the United States to participate in several of the Federal Title IV funds programs (Pell Grant and other aids). In 1989, the school owners purchased a building with four (4) stories in the Ramos Antonini Street E, Number 116 in the Downtown of Mayaguez. In 1991, an adjacent building located at the # 118, Ramos Antonini Street E was also acquired being both buildings our current facilities.

From 1992 to 1995, the programs of Bilingual Secretarial, Electrical Technician, Commercial Florist and Secretarial were also authorized and started. From 1997 to 1999, the program of Medical Record Technician was started. Except Commercial Florist, all others listed in the previous statement were discontinued. The Council of Higher Education of Puerto Rico admitted the school in 1999 to participate in the State Educational Grants program of the Special Educational Opportunities. In 2000 we started the Dressmaker Technician program. From 2000 to 2006, we started the Medical Secretarial and the Baby and Child Dressing Making programs.

On June 25, 2003 we received the recognition from the accrediting agency (ACCSC) of School of Distinction. In March 2007 we were authorized to offer the programs of Cosmetology, Esthetics and Makeup & Nails.

On July 1, 2009, a change of ownership and administration took effect and Mr. José R. Rovira, Ismael Rivera Melendez Torres and Jaime Paulino became the owners of the school. This change brings new educational approaches and programs to the school that positions it in an advanced technological framework. In keeping with this idea, the institution started to use *Mayaguez Institute of Technology* (MIT), as its trade name expressing in this name our dream of provide a wider range of educational excellence in the metro area of Mayaguez, PR.

On May 2012, the school renewed its accreditation with ACCSC for four years and the programs of Advanced Cosmetology, Barbering and Hairstyling and Nails Technology were approved by both, the state licensing agency ("Consejo") and ACCSC. In May 2017, these three programs were discontinued until new applications for approval were submitted to our accrediting body. In May 2017 the school renewed its current accreditation until May 2021 and discontinued the programs of Medical Secretary and Make-up and Nails. On March 2020 ACCSC reauthorized our "Barbering and Hairstyling" and Nail Technology programs and on June 11, 2020, the Fashion Design and Haute Couture program was reauthorized.

## **MISSION**

The *Mayaguez Institute of Technology* fundamental purpose is to develop highly qualified professionals in short career programs capable of generate and lead the changes necessary in a pluralistic and constantly evolving society. This will be done by developing in our students the competence and ethics necessary to able them to make a valuable contribution to our socioeconomic environment. *Mayaguez Institute of Technology* is also an institution committed to educate their students, both technically and in their interaction with their communities in general.

## GENERAL OBJECTIVES

*Mayaguez Institute of Technology* trains and re-trains youth and adults in sewing, flowers works, upholstery, medical secretarial, cosmetology, nail technology and makeup areas providing a comprehensive and modern rounded education which includes the most advanced techniques available. It provides extensive knowledge and manual skills that enables graduates to take with actual passing options the board examination exams for their corresponding occupation and other areas related to their field of study.

*Mayaguez Institute of Technology* motivates students to pursue advanced studies in this field to continually develop their knowledge and skills in their field and related areas.

## BOARD OF DIRECTORS

José R. Rovira-Anadón	President and Treasurer
Rafael Jiménez	Secretary
Marieva Ramos	Member

## ADMINISTRATION (Updated as July 1, 2020)

José Rovira Anadón – President and Fiscal Officer  
Marieva Ramos – Executive Director  
Joyselin Lugo – Financial Aid Administrator  
Fidel Soto - Academic Director  
Betzy I. Nieves – Student Services Officer (Registrar)  
Sonia Feliciano – Career Development Officer (Employment and Retention); Receptionist  
Rafael Jiménez – Compliance Officer  
Stephanie Colón - Admission's Officer  
Waibeliz Pérez – Admission Officer

## FACULTY

NAME	DEGREE	INSTITUTION	MAYOR	TEACHING SUBJECTS
Juan Acevedo	Diploma	Institución Chaviano	Upholstery	Upholstery
Rosa A. Acosta Padilla	Diploma	IBC - Advanced Beauty Training	Cosmetology Esthetics	Esthetics
Lydia I. Pérez Rodríguez	Diploma	Institución Chaviano	Basic Sewing	General Sewing
Lilliam Landrón	Assoc Degree Certificates in Fashion Des.	Univ. Sagrado Corazón / NUC Acad. de Carlota Alfaro	Fashion Design	Fashion Design and Dressmaking
Danny Ramos	Certificates	Mayaguez Institute of Technology	Commercial Florist	Commercial Florist
Lucille Gonzalez	Diplomas in Cosmetology and Nails	Various	Cosmetology and Nails	Cosmetology and Nails
Doris Avelis	Certificates in Nails	Various	Nails	Nails



Johnny Medina	Diploma in Barbering and Hairstyling	Instituto de Banca y Comercio	Barbering and Hairstyling	Barbering and Hairstyling
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## ACREDITATION AND AUTHORIZATIONS

*Mayaguez Institute of Technology* is a proprietary educational institution of the postsecondary level licensed and authorized by the “Oficina de Registro y Licenciamiento de Instituciones de Educación” (former “Consejo de Educación de Puerto Rico”) – State Department, San José Street, San Juan, Puerto Rico 00902 and accredited by the “Accrediting Commission of Career Schools and Colleges” (ACCSC - 2101 Wilson Blvd., Suite 302, Arlington VA 22201) to offer diplomas and/or certificates. Also, it is an institution authorized by the US Department of Education to participate in the Federal Students Financial Aid Title IV programs (Pell Grants and others).

## AFILIATIONS

***Mayaguez Institute of Technology*** is affiliated to the following organizations:

- Puerto Rico Beauty Specialists Association of Puerto Rico
- Puerto Rico Association of Financial Aid Administrators (PRASFAA)
- Miss Universe Puerto Rico (West)

## DESCRIPCION OF THE FACILITIES

*Mayaguez Institute of Technology* is located at 116 and 118 Ramos Antonini Street (East), two blocks from the Colon Square in the downtown of Mayaguez. The building # 116 is a concrete structure of four levels with ten (10) classrooms fully equipped with air conditioners, blackboards and other instructional equipment. The building # 118 is also a concrete structure on two levels with seven (7) classrooms and labs rooms equipped with air conditioners. Both have restrooms for both sexes and conveniently located water sources. The Institution has an inside courtyard area with passive distraction for students or for future expansion. A detailed description of the laboratory capacity and equipment is included as an appendix of this catalog.

## GENERAL INFORMATION

### PRIVACY POLICY FOR EDUCATIONAL RECORDS

*Mayaguez Institute of Technology* fully complies with the provisions of the Buckley Amendment (Family Educational Rights and Privacy Act of 1974, as amended). This Law protects the private nature of the students’ educational records and establishes their right to inspect and review them. It also provides guidelines to verify the accuracy of the information through informal and formal hearings. Students have the right to file complaints if they so wish, to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605 in relation to alleged breaches of this Law by the Institution.

Copies of institutional records privacy policies established by *Mayaguez Institute of Technology* can be obtained from in the Office of the Registrar or Financial Aid. These offices maintain a list of the education records that are handled by the Institution and the location of each.

## **POLICY FOR EQUAL EMPLOYMENT AND ADMISSION OPPORTUNITIES**

*Mayaguez Institute of Technology* guarantees equal opportunities to applicants for employment and admission, as well as students and employees in terms of opportunities for been admitted in a program, to been employed, as in the enjoyment of services and on terms and conditions.

The Institution does not exclude from participate, does not deny benefits, or discriminate against any person because of age, race, sex, color, national origin or social status, physical or mental disability or political or religious ideas.

Any candidate for admission, active student and any job applicant that understand is subject of discrimination for the above reasons may file a written complaint to the school Executive Director and/or to the local or regulatory agencies that deal with the type of discrimination alleged. The establishment and enforcement of this policy and its publication is in accordance with Federal Regulations to implement Title IV of the Federal Higher Education Act of 1965, as amended, and Section 504 of the Rehabilitation Act of 1973.

## **POLICY FOR USE, POSSESSION AND DISTRIBUTION OF DRUGS AND ALCOHOL ON PREMISES AND FACILITIES**

Conscious of its responsibility to contribute to the preservation of physical and psychological wellbeing of our student community, instructors and administrative staff, as well as to the communities it serves, *Mayaguez Institute of Technology* has established a program to prevent and criminalize the use, possession and distribution of drugs and alcohol on their premises and neighborhood during hours of academic instruction or co-curricular activities. The complete policy is posted in bulletin boards of the Institution and in some other of our publications.

## **PUBLICATIONS AND ADDENDA**

Complement this Institutional Catalog a Student Consumer Information Handbook concerning the Financial Aid programs is also published. The purpose of these publications is to expand the information offered to the student related to the standards, procedures, and policies at our Institution. Changes in the content of the Catalog and the FA Handbook are published in separate addenda or circular letters.

## **STUDENT SERVICES GUIDANCE AND ACADEMIC ADVISING**

Knowing that our students go through a turning point in their lives that involves adjustments in their work and family life, *Mayaguez Institute of Technology* provides guidance and academic advising services. We offer a range of activities to help the students to achieve a better understanding of themselves and developing at it maximum their academic potential. These include individual and group orientations, seminars, workshops, and group dynamics. This office also intervenes in cases of course retaking, readmissions, transfers within programs, excessive absences and problems that may affect the student academically. It also offers vocational advising.

## **CAREER DEVELOPMENT PROGRAM (EMPLOYMENT AND RETENTION)**

The Career Development Officer helps active and graduates' students in activities related to job searching in their field of study. It also gives students the opportunity to be placed in a real work environment for a definite (externship) or indefinite time. Similarly, graduates of the Institution receive the opportunity to attend to job interviews, when available.

Whether to gets a job is particularly important for the Institution, *Mayaguez Institute of Technology* does not guarantee that students will get a job during or after their training. Also, specific salary is not guaranteed for any position that arises.

## **ADMISSIONS OFFICE-HOURS AND SERVICES**

The Admissions Office processes applications year around for those interested in enrolling to the Institution. The office is open Monday through Friday from 8:00 a.m. to 5:00 pm and Saturday from 8:00 am to 12:00 pm.

## **OFFICE OF THE REGISTRAR**

The Registrar's Office has the custody the academic and administrative documents of the students. This office is responsible for process the registration of the students and officially posted the grades, prepare certifications, certify the academic progress, and validate the diplomas of the students.

## **LEARNING RESOURCES CENTER**

Our Learning Resources Center provides students with resources to supplement the knowledge acquired in their classes and a place to do "out of class" work. It contains several collections of books, journals and reference materials for the subjects taught in the Institution, as well as computers and Internet accessibility and other audiovisual equipment.

## **CLASSROOMS AND LABORATORIES**

The Institution main buildings housed all the classrooms and laboratories required in the curricula. The laboratories have the equipment and instructional materials that support the fulfillment of the educational objectives of each course.

To learn about the Laboratories Rules, see the Procedures and Operations Manual of each subject laboratory.

## **CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES**

We believe that a significant part of a student attendance to an educational institution is the opportunity to participate in activities related to their area of study or their general interest and the opportunity to make new friends. Field trips, lecturers, debates, exhibitions, community services, get-togethers and sporting events are some of the events that form part of student life of our students.

## **FINANCIAL AID**

The purpose of the Financial Aid Office is to provide financial alternatives that increase the student ability to cover the costs of their education.

*Mayaguez Institute of Technology* administers various federal financial aid programs, such as the "Federal Pell Grant", "Federal Supplemental Grant Educational Opportunity" and "Work and Study Program Federal." The Institution also participates in programs sponsored by federal and state agencies such as Vocational Rehabilitation, Federal Social Security, "Work Investment Act" (WIA) and the "Puerto Rico Educational Grants" administered by the Puerto Rico Council for Higher Education.

Detailed information about eligibility, how to apply for and awards of various types of financial aid available is published in the "Consumer Student Handbook" that is available in the Financial Aid Office of the Institution. We describe below some of the information on the types of financial aid that students can apply:

#### **"Federal Pell Grant"**

The Pell Grant is a financial assistance for postsecondary undergraduate students in programs leading to a baccalaureate degree, associate degree, certificate, or diploma. The application for this program is essential to be considered for other types of financial aid. Eligibility is determined using a standard need analysis formula established by the United States Department of Education. Eligible students don't have to re-pay the granted amounts like in a loan. Applications (FASFA) to Pell Grants are free in the United States and can also be completed online at <http://www.fasfa.ed.gov>. Staff members of our Financial Aid Office can assist the student in the submission of the application but the responsibility to provide and to certify that the data is accurate is on the student.

#### **"Federal Supplemental Educational Opportunity Grant"**

The Federal Supplemental awarded to undergraduate students who demonstrate exceptional need. Eligible students do not have to re-pay the granted amounts like in a loan. To apply for this help the student must complete the FASFA and an additional Institutional Aid Application.

#### **"Federal Work and Study Program"**

This federal financial aid program provides various types of jobs for undergraduate and graduate students. The students' eligibility is determined by an analysis of need. The Financial Aid Office of our campus facilitates an institutional application to students that want to participate in this program. Participation depends of the availability funds each award year.

#### **Ley de Oportunidades Educativas (Ley 138 de 1999)**

The Puerto Rico Educational Assistance Program (SEAP) and Scholarships for Postsecondary Education comprise two (2) types of financial aid for students enrolled in postsecondary educational institutions that qualify for them. Both are based on financial need who has qualified. The Scholarship Program is available to new students in post-secondary institutions who graduated from high school with a GPA of 3.00 or more.

#### **Availability of Funds - Law 138**

The amount allocated to each student will be determined by the Institution based on the analysis of the costs and financial need of the applicants. The amount of aid will never be greater than the financial need to perform their studies. The financial aid allocated under these programs will be used with priority to pay tuition at the institution where the student is enrolled.

#### **Consequence of Fail with the Financial Obligations – State Grants**

If a student receives funds from the described state financial aid programs and does not comply with any of their obligations under regulations, the Office of Financial Aid of the Higher Education

Council may suspend its participation in the programs and requires from the student the return of the disbursed funds.

## **STUDENT RIGHTS**

All students enrolled in the Institution are entitled to know the Satisfactory Academic Progress Policy and its implications for the financial aid that they receive. Student can also, if deemed necessary, revise the documents related to the qualifications, permits, operating licenses and authorizations of the Institution. These are available in the Office of the Director of the Campus.

### **Asthma Inhaler Medication Policy**

*Mayaguez Institute of Technology* policy allows for students to carry and self-administer short acting rescue medication in the case of an acute asthma attack. This is applicable during class times inside the facility, during an activity sponsored by the Institution, during any time but under the supervision of a school staff member if the student has 21 years or less.

### **Institutional Uses of the Social Security Number**

Social Security numbers are confidential and protected by state and federal law, including the Family Educational Rights and Privacy Act (26 USC §1232g), the Privacy Act of 1974 (5 USC §552a).

1. Except when required by law, individuals will not be asked to provide their social security number, verbally or in writing at any point of service, nor will they be denied access to those services should they refuse to provide a social security number.
2. However, individuals may volunteer their social security number if they wish as an alternate means of locating a record.
3. The social security number will not be disclosed to individuals or agencies outside Mayaguez Institute of Technology, except as allowed or required by state or federal law, rules or regulations, or with the permission from the individual.

### **Prevention of Harassment and Intimidation ("Bullying")**

In keeping with the provisions of Law 37 of April 10, 2008 (Bullying Prevention) and in order that the requirements of this law are met:

In the *Mayaguez Institute of Technology* we recognize the right of students to their personal safety, free from harassment and bullying to study in a healthy environment with privacy and personal dignity; to promote the formation of student organizations; a fair assessment of their academic work, to choose their trade or profession freely, to receive career guidance services and other specialized services to an education that will allow them to pursue higher financial status or providing access to the labor market within and outside of Puerto Rico and organize and participate in the activities at their study center.

For purposes of this policy, the definition of the act, to harass and intimidate ('bullying') is any action taken intentionally by any act, whether verbal, written or physical, which has the effect of intimidating students and interfere with their education, their educational opportunities and performance in the classroom.

## POLICY AND PROCEDURE TO ESTABLISH A COMPLAINT

Students who understand that their rights are being violated or not attending to the extent and commitment that has been agreed, as the Institutional Catalog or his/her best understanding, can complain directly to the Student Services Officer or the Academic Coordinator. The student after filing a written complaint with officers of the Institution must have an answer in a period no longer than the next ten (10) days.

If not resolved the situation, the student may request a meeting with the Executive Director of the Campus. If the situation or approach has not been corrected and understand that the Institution does not yet meet with your claim, the student can contact the licensing agency in PR:

*Oficina de Registro y Licenciamiento de Instituciones de Educación - San José Street, Old San Juan, Puerto Rico 00902- Tel. 722-2121, or to our accrediting agency (ACCSC).*

**STUDENT COMPLAINT PROCEDURE (ACCSC)** - Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints (See above). If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

*Accrediting Commission of Career Schools & Colleges - 2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201 - (703) 247-4212 - [www.accsc.org](http://www.accsc.org)*

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Ms. Betzy I. Nieves, Student Services Officer of MIT or online at [www.accsc.org](http://www.accsc.org).

## ACADEMIC NORMATIVE

### Admission Policy

The Admissions Office of the *Mayaguez Institute of Technology* distributes, receives and evaluates applications for admission. The admission process originates is that Office and then continue to the Registrar's Office, Financial Aid Office and conclude at the Business Office.

### Admission Requirements - All Programs

I. Graduate from **high school** students or with an equivalent must meet the following requirements:

1. A copy of the high school diploma or recognized equivalent \* or transcript certifying completion of all graduation requirements.

*\* It will be accepted as a recognized equivalent that the student demonstrate convincingly that is a graduate of a public high school within the Department of Education of Puerto Rico or private secondary school authorized to operate by the Board of Education of PR (formerly General Education Council) or have studies abroad that have been validated as equivalent to a fourth year of high school by the Department of Education, PR or have passed the GED tests or Free Studies Division of the Department of Education of Puerto Rico (Law 217.)*

2. A complete Application for Admission
3. A copy of the Immunization Certification (if under 21)
4. If a foreign student must submit evidence of valid residence or a student Visa.

II. For students who have not completed the high school:

These students may be admitted under the program "Ability to Benefit". The requirements are:

1. All requirements listed above (1-4), except to present evidence of being a graduate of high school or equivalence. However, to be considered for admission to this program only prospects over the age of compulsory attendance at secondary school (18 years or more). That have been more than six months out of school and have completed at least eighth grade will be consider.

2. The prospectus must also prove to have the "ability to benefit" by one of the following:

a) Seated and passed **before July 1, 2012** an ATB test offered by an approved examination body. The exam must be administered by a qualified external examination and to be passed based on the criteria determined the publishing house that publishes the test. The test administrator worked independently of the Institution; or after July 1, 2015, seated and passed the Wonderlink ATB Test (in Spanish or any other eligible); or

b) have already approved at least six credits of postsecondary education with at least an average of "C" and that these courses can be validated or transferred to their curriculum with MIT according to the established recognition policies; or

c) Enroll as a private student (not using any type of federal financial aid) in at least first six credits (or equivalent in hours) of their program and approve them with a "C" or more.

d) If none of the above alternatives is applicable, a student can be eligible to be awarded with federal student aid if he or she enroll in our "Career Pathway" program in which simultaneous with attending a regular program courses, he or she engaged in attend to GED preparatory courses and eventually, apply for a seat in the GED exams administrated by the Certification Unit of the Dept of Education of PR.

*Note: This policy became effective on July 1, 2015. No student will be enrolled without a HS Diploma if not comply with at least one of the above ATB Alternatives (a) to (d).*

## **READMISSION POLICY**

A student who fails to attend (withdrew) to the Institution, may apply for readmission by completing an application, which will be evaluated by the Registrar, who will consider the following factors:

1. Academic Progress
2. If the student met their payments

### 3. Number of times the student has requested readmission

The Registrar's Office will then evaluate the application for readmission and tells the student the result in a period not exceeding ten working days. Students not readmitted will be notified in the same way, indicating the reasons.

If the student is readmitted credit hours of approved classes in the past 5 years will be validate. If more than 5 years have passed, the student must restart the course.

If more than one year has passed since the last day of attendance of the student, must accompany the application with a fee of \$ 25.00.

If the student is not admitted and understand that it is entitled to be, he or she may appeal the decision to the Director of Campus.

### **DEFINITION OF A CREDIT-HOUR**

**(For programs measured in “semester-credit hours”)**

In converting clock-hours to semester credit-hours we use the definition given by our accrediting body ACCSC, in which one semester credit hour equals 45 units comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour of laboratory = 1.5 units
- One clock hour of externship = 1 unit
- One hour of out-of-class work = 0.5 unit

For Federal Financial Aid purposes, we use the clock-hours to semester credit-hours conversion of the US Department of Education applicable to our school, in which for purposes of determining Title IV eligibility and academic load in credit-hours (full,  $\frac{3}{4}$  or part time), one credit hour equals to no less than thirty (30) hours of classroom contact, laboratory/shop experience and no less than 7.5 out of classroom work, for a total of no less than 37.5 hours per credit. Most of the didactic and laboratory courses require students to complete certain amount of work outside of the classroom. For externship courses one credit-hour is equivalent to 45 hours of attendance on an externship location.

By academic module or session is understood each one of the periods of five (5) to six (6) elective weeks in which we divide each of the three four-month periods of our fiscal year (July 1 to June 30).

### **DEFINITION OF A CLOCK-HOUR**

**(For programs measured in “clock-hours”)**

The Esthetics program is structured in clock-hours where each semester is 450 hours and each module for 5 to 6 weeks are 150 hours. A clock-hour is a 50-60 minute instruction period under instructor supervision and a 10-minute break.



## **ACADEMIC LOAD**

It is considered a full-time schedule when the student is enrolled in all subjects indicating their program of study in an academic semester. These are 12 or more credits in the “credits-hour” programs or at least 450 hours in the “clock-hour program.

## **NORMAL LENGTH OF THE ACADEMIC PROGRAMS**

Our programs measured in credit-hours, leading to a certificate or diploma consist of 24 to 41.5 semester-credits. The some of the Beauty programs are measured in “clock-hours” and consist of 900 to 1350 hours.

In credit-hour programs, if the student maintains an academic load of 12 credits or more per semester, the requirements for a certificate or diploma credential of a 24 to 27.5 credits program could be completed in two semesters, 30 to 36 weeks or about 8 to 9 months in a calendar year. The requirements for a diploma or certificate program of 36 credits could be completed in three terms (3) terms, 45 to 48 weeks or approximately one calendar year (1.5 academic years).

In clock-hour programs, the requirements for a diploma of a 900 hours program could be completed in two semesters, 30 to 36 weeks or about 8 to 9 months in a calendar year. The requirements for a diploma program of 1,350 clock-hours could be completed in three terms (3) terms, 45 to 48 weeks or approximately one calendar year (1.5 academic years).

## **MAXIMUN LENGTH OF THE ACADEMIC PROGRAMS**

The maximum time allowed to complete a program is 1.5 times the normal program length in credit-hours or terms.

## **TRANSFERS AND VALIDATIONS OF CREDITS OR CLOCK-HOURS**

The *Mayaguez Institute of Technology* accepts the concept of transfer or credits or hours of subjects that the student approved in other higher education institutions duly authorized and accredited by a regional or national accrediting organization (Puerto Rico and USA). Foreign institutions must be recognized by the Ministry of Education in that country.

For the occupational nature of our programs, students may validate up to a maximum of six (6) credits (or its equivalent of 225 hours) with grades of "C" or better in the 24 to 27.5 credits programs and up to twelve (12) credits in programs of 36 to 41 credits (or 450 hours in the Beauty clock-hours programs).

The application for transfer of credits will be initiated by the student in the Student Services' Office or with the Academic Director not later than 5 weeks from the beginning of the first academic term of study at the Institution. The student must submit for processing an original transcript of credits (not photocopy) of the Institution where he studied.

Evaluation - Courses must be similar in nature, level, and content to a course in one of our program curricula and applicable to one of our academic programs. Continuing education courses, courses that are remedial or doctrinal in nature are not transferable.

Credit Conversion: If the course(s) was (were) taken courses at an institution that uses quarter credit or units other than semester credits, we will convert the quarter credits/units to semester credits. For example, 10 quarter credits ( $10 \times .666 = 6.66$ ) and the student will receive 7 semester credits.

Grades: The grades received at the previous institution(s) will not be calculated into the MIT grade point average.

Transfers of the *Mayaguez Institute of Technology* credits or hours to other institutions - The determination of whether the credits or hours taken in programs of *Mayaguez Institute of Technology* are or will be recognized by other institutions is the discretion of the institution receiving the student.

## **CODING SYSTEM OF THE COURSES**

The title of our courses or subjects is preceded by a code of 4 letters and three digits. The four letters are an abbreviation of the name of the program or course and the number is an arbitrary one, but usually numbers between 100 and 300 designate initial or basic courses and numbers greater than 300 designated intermediate and advanced courses or subjects. The courses listed in the curricula of each program are generally listed in the order of basic, intermediate, and advanced; however, the sequence in which they take could vary as it does comply with pre-requisites.

## **STUDENT EVALUATIONS**

In each course, at less two exams will be offered (or other appropriate assessment tools) and a final exam. Students also are accessed through special projects, class participation, out-of-class work, etc. A final exam will be offered in all courses of two credits or more. In addition, the instructor could evaluate the student through unannounced quizzes, under his/her discretion.

No exams will be offered until the end of the registration period (first week of classes). Replacement tests will be offered on the date established in the academic calendar or as agreed with the instructor. If there are valid reasons for a student to be absent from an exam, it has to agree with the instructor for a makeup date.

If the student be absent on the date of the final exam or if the student does not complete all the assigned work, an incomplete grade will be posted. The student should then follow the procedure for removal of the incomplete in the next ten (10) days of the following term.

## **EVALUATION AND MEASUREMENT OF THE ACADEMIC PROGRESS**

To evaluate the academic progress of the students each instructor uses an alpha-numeric system where the grade of the student is determinate in base of points for 0 to 4 (GPA) or percent. This alpha-numeric system has the following values:

GPA		Percent	
A	= Excellent	4.00 - 3.50	100 - 90
B	= Good	3.49 - 2.50	89 - 80
C	= Satisfactory	2.49 - 1.60	79 - 70
D	= Deficient	1.59 - 0.80	69 - 60
F	= Fail	0.79 - 0	59 - 0
Y	= Validated (Transferred)		
YR	= Challenged and Approved		
R	= Retaken		
I (N)	= Incomplete**		
W	= Withdrawal		
P	= Pass *		
NP	= Not Pass *		
NR	= Grade not		

Received  
PC = In Progress

The grade point average (GPA) of a term or/and the cumulative grade point average (CGPA) is determined by multiplying the value in credits of the class by the value in numbers of the grade (0, 1, 2, 3 or 4) and the sum of the products is divide by the total number of attempted credits.

A	Excellent	4.0	P	Pass	N/A*
B	Good	3.0	N/P	No Pass	N/A*
C	Satisfactory	2.0	I (n)	Incomplete	0.0**
D	Deficient	1.0	W	Withdrawal	0.0
F	Fail	0.0	NR	Grade Not Reported	0.0**
Y	Validated Course	0.0	YR	Challenged	N/A

\* It is only used if it is not possible to evaluate the course using A, B, C, D or F.

\*\* Until the final grade be posted. If the grade is not replaced, in the case of an I(n), the grade “n” will become the final grade. In the case of NR the class will not be considered as attempted. The student must retake the class of been re-evaluated without additional charges.

## REVIEW OF GRADES

If a student does not agree with the grades assigned by his/her instructor, he or she may apply for review on or before the 3rd day of the date on which the grades were given to students according to Academic Calendar. No requests for review shall be considered after that date.

## TEMPORARY CLOSING

If due to unforeseen circumstances there is a need to cancel classes or close temporarily (weather conditions, electrical shutdown, etc.) this action will be communicated personally to the student previously. If cannot be notify personally, the student will be notified by telephone or letter.

## INCOMPLETE POLICY

Incomplete means when a student for a good cause fails to complete any requirements of their courses at the date specified in the Academic Calendar. The Incomplete will be accompanied by the grade obtained by taking as zero (0) the work not performed.

In regular courses, the removal of incomplete must be made within the prescribed period of ten (10) days from the next academic term or module, as established in the Academic Calendar. If the student fails to remove the incomplete during the time limit, the Office of the Registrar will proceed to award the grade that accompanies the incomplete in the student's academic record as the final grade.

The procedure for the removal of incomplete must be indicated by the instructor who taught the course, and in his absence, by the Academic Director. The score that accompanies the incomplete

will not be used to determinate the student's GPA until the incomplete is removed or becomes a final grade.

## **RETAKEN OF COURSES**

For diploma programs, the distinction between full-time student and part time does not apply to the effects of costs and the tuition charges throughout the program. However, to facilitate the student to pass all the subjects included in their program of study and achieve their graduation, the Institution provide to repeat courses with "D" or "F" at no extra charge if the goal is to meet the requirements for graduation.

If the student obtains an "F" in any class, the class must be repeated. If a student gets "D" in any kind of course in their program, he or she should repeat the same course only if the "D" prevents him from maintaining satisfactory academic progress or to reach the graduation index. If the student changes the program of study and in the new program a class that the student had failed is not required, the student is not obligated to repeat it but the grade will affected his or her cumulative grade point average (CGPA).

Students who repeat a course in which he has failed or has been discharged, must take the course the next term in which it is offered. If the student had failed more than twice in a given course, he or she must an authorization of the Academic Director and Executive Director to repeat it.

If the student receives approval to repeat a course, the highest grade will be finally used to determine their GPA or CGPA.

## **ATTENDANCE POLICY – PRESENTIAL COURSES – For Distant Education course see page 31**

*Mayaguez Institute of Technology* recognizes that timely and continues attendance to classes is necessary for students acquire the knowledge and skills required in the curricula. In addition to developing a sense of responsibility and punctuality that students will need later in their job performance and in their relationships with other human beings. So, our expectation is that the student attends at least 90% of instructional time and the attendance is considered part of the final evaluation of the student.

Any student who is absent from school or is behind in his attendance, for whatever reason, will be responsible for catching up on work and shall restore the hours of absence in excess of 10% of the hours away if your instructor necessary. The (a) student is responsible for the work to be covered during absences. If (a) student is absent for three (3) consecutive times without justification, the case will be referred to the Student Services Office for advising.

The advisor (s), counselor (s) or instructor (s) has (have) the authority to excuse absences in which the student present a valid excuse such as illness, military service, court date, death in the family and any other evidenced excuse. In extreme cases where the excuse could not be notified before, an assignment will be assigned that is equal to the loss of class time because the absent. If the special work is not completed, the absence will be considered to be unjustified and the student's final grade will be affected by the absence. The student will receive a grade by way of attendance to be included in the calculation of the final grade in the class.

Note: Four (4) tardiness equal one (1) absence.

The student may be suspended from the Federal Aid Programs due to excessive absences. If the student loses federal aid because absences, it will become the student's responsibility to make the payment to the Institution from the time of the suspension of the aid.

## **LEAVE OF ABSENT**

A Leave of Absent (LOA) is a temporary interruption required to be done by the student in their program of study and may be requested only in emergency cases of extenuating circumstances, including but not limited to, medical reasons, military service or jury. Any request for a leave of absence must be in writing, signed and dated. The request must include the reason (s), accompanied by documentation from third parties and must indicate the date that the student will return. If the student does not return by the due date, the leave will become an administrative withdrawal effective the date of the last day he attended school. All LOA applications will go through the approval of the Director.

Mayaguez Institute of Technology highly discourages any application for leave of absences, however, may be granted more than one in the event of an unforeseen event, such as those mentioned above. *The LOA, along with additional requests of absence, not can exceed a total of 180 days in any 12 month period.*

## **OFFICIAL AND ADMINISTRATIVE WITHDRAWALS (W)**

A student may withdraw from a program of study at any time until the last day of school by submitting a "Official Withdrawal Form" with the approval of the Executive or Academic Director. It will be required that the student follow the process established for a total withdrawal to avoid an administrative withdrawal. When completing ten consecutive absences the student will be administratively discharged. If a student withdraws and then want to continue their studies must apply for readmission.

## **SATISFACTORY ACADEMIC PROGRESS (SAP)**

The Higher Education Act of 1965, as amended, requires institutions of higher education to establish and apply standards of academic progress that all students must meet to qualify and remain eligible for assistance from the Title IV student financial aid programs. Therefore, to maintain satisfactory academic progress to be eligible to receive financial aid, students must maintain specified grade point averages and proceed through the program at a pace leading to completion within a specified time frame. In less than two years programs, the satisfactory academic progress will be measured at the end of each term that concurs with a financial aid payment period and in the associate degree programs, at least one time at the end of each academic year.

### Applicability

The policy applies to all students, no matter is full-time or part time students or are receiving assistance under the Title IV programs or not.

### Evaluation Points:

In the case of our diploma programs (24, 27.5, 36 or 41.5 credits or 1350 hours), the SAP is calculated at the end of each fifteen-week term (credit-hours) or when 450 hours have been scheduled in clock-hours programs.

### Required Completion Rates

Depending of the evaluation point, a student is required to complete a minimum of 67%, 75%, 83% or 100% of the credit-hours they attempt by the end of each payment period. *\*See tables*

Repeated courses are counted as attempted each time are taken. Transferred credits are included as attempted and as completed.

Example: In the case of 67% evaluation point, a student who attempts 12 credit- hours must complete 8 credit-hours. A student who attempts 450 hours clock-hours must complete 302 clock-hours.

### Required Grade Point Average

Depending of the evaluation point, a student must achieve a minimum cumulative grade point average (GPA) between 1.4 and 2.0 points. Any course with a grade of withdraw (W), fail (F), incomplete (I), approved (P), not approved (NP), grade not reported (NC) is not considered in the calculation. Only the higher grade obtained in repeated courses are included in the calculation.

### Maximum Time Frame:

Students must complete their program within 150 percent of the credit hours required by the program. If after attending the “normal program length” the student have not been completed all the graduation requirements, he or she will have an additional time (no more than 0.5 times the normal program length of his/her program) to do it. Students who have reached the maximum allowable time will be suspended from receiving financial aid. Preparatory hours are excluded from this calculation. Repeated courses and transfer credits accepted are included.

### **Programs of 36 to 41.5 credit-hours and/or 1350 clock-hours**

<b>Normal Length of the Program Maximum Length of the Program</b>	<b>Evaluation Points</b>	<b>Credits or Attempted (Hours attempted)</b>	<b>Minimum Required Percent</b>	<b>Minimum Completed Credits</b>	<b>Minimum Grade Pont Average</b>
Three 15 to 17 Wks semesters or 36 to 41.5 Cred. Clock Hours = 1350 Hrs  Five 15 to 17 Wks sem. or 61 credits Clock Hours = 2,025 Hours *	1	12 to 15(450)	67%	8 to 10 (302)	1.40
	2	24to 30 (900)	75%	18 to 22 (675)	1.60
	3	36 to 45 (1350)	83%	30 to 37 (1120)	2.00
	4	48-60 (2025)	100%	48 (1350)	2.00

## Programs of 24 and 27.5 Credit-hours

Normal Length of the Program Maximum Length of the Program	Evaluation points	Credits or Attempted (Hours attempted)	Minimum Required Percent	Minimum of Completed Credits	Minimum Grade Point Average
Two 15 to 17 Wks semester or 24/27.5 credits.  Three 15 to 17 Wks sem. or 36 to 41.5 credits.	1	12 to 15	67%	8 to 10	1.40
	2	24 to 30	83%	18 to 22.5	1.60
	3	36 to 45	100%	24/27.5	2.00

\* whatever happens first

When a student fails to meet any of the standards outlined for a specified period, he/she will be placed on:

### Financial Aid Warning

Recipients are placed on financial aid warning when they fail to meet the qualitative or completion rate components of Satisfactory Academic Progress (SAP). Students can receive federal student aid during the next evaluation (warning) period. If at the end of the warning period the student do not meet the SAP, students must apply and qualify for Financial Aid Probation (below) to maintain their financial aids or they will be suspended from any aid (see Financial Aid Suspension below).

### Financial Aid Suspension

Students are suspended from receiving financial aid if they do not meet the SAP by the end of their probation term and if still not meet the GPA or percent of approved courses required. Students on financial aid suspension will not receive any form of Federal or State Financial Aid (Grants, Student Loans, Student Employment). Financial aid eligibility may be reinstated by qualifying for Financial Aid Probation, or when all Standard of Satisfactory Academic Progress are met. Students suspended from receiving financial aid are not eligible for a financial aid deferment.

### Financial Aid Probation

Students who would otherwise be suspended because of not meeting the SAP will be placed on Financial Aid Probation if they appealed the suspension and has had eligibility for aid reinstated. Students can receive federal student aid during the probation term. Students exceeding Maximum Time Frame are not eligible for Financial Aid Probation.

## **POLICY FOR STUDENT APPEALS**

If a student is ineligible for Federal Financial Aid based on the satisfactory academic progress requirements, the student may appeal this decision by completing the Satisfactory Progress Appeal Form. The student will be advised in writing of the decision. If an appeal is denied at this level (academic Counselor), the student may appeal to an Appeal Committee constituted by the academic Counselor, program coordinator and academic director.

The following steps are required when submitting an appeal:

1. Submit the Satisfactory Progress Appeal Form
2. Clearly state the circumstances that affected your academic performance
3. Provide written documentation of your special circumstances
4. Identify the steps you have taken to ensure that you will not fall below satisfactory academic progress standards in the future
5. Sign and date your petition

Some examples of acceptable reasons that must be validated are listed below:

1. A student's serious illness or accident that must be documented from a medical or mental health professional
2. Death in the student's family that must be documented by providing a copy of the death certificate or obituary
3. Other unforeseeable circumstances beyond the control of the student that caused the student to fall below the satisfactory progress standards

#### Appeal Deadline

Appeals must be submitted to Academic Counselor within two weeks (before the closing of the enrollment period) of the date of the written notification of unsatisfactory progress. It is the responsibility of the student to decide when an appeal is appropriate and to initiate an appeal before the specified deadline.

### **SAP - DEFINITIONS**

Regular Student - A regular student is one who complies with the Satisfactory Academic Progress and has completed the credits corresponding to his/her evaluation period.

Non-Regular Student- A non-regular student is one who did not comply with the minimum approved credits required or GPA in his/her evaluation period. Consequently, his or her financial aid was suspended, and the student may continue studying in the school, but under the obligation of an institutional loan.

Attempted Credits – Credit-hours the student has registered at MYTECH and in which he/she has passed or failed. Transferred credits are not attempted credits.

Approved Credits - Credit-hours the student has registered at MYTECH and in which he/she has approved with an A, B, C or D, including repetitions.

### **CANCELLATION AND REFUND POLICY**

#### **REFUND POLICY - CANCELLATIONS**

1. **Not Admitted Students** - Any student who is not accepted by the Institution is entitled to a refund of all monies paid.

2. If a student (if a minor, legal guardian) cancels their enrollment and requests in writing that a refund of the money within three business days of signing the agreement, all money paid will be refunded. The cancellation date is determined by the postmark of the written notice or the date the notice is delivered personally to the Institution. This policy applies whether or not the student started classes.



3. If the student cancels their enrollment after three business days of signing the agreement, withdraws, is suspended or does not continue his studies and has begun attending classes, a refund will be applied according to the assessment of policy applicable to withdrawal reimbursements.

#### **REFUND POLICY - WITHDRAWALS**

*Mayaguez Institute of Technology* operates a refund policy in accordance with the provisions of the Title IV refund policy and regulations of the United States Department of Education. The Financial Aid Office will determine the appropriate amount of financial aid or adjustment necessary in cases of withdrawals.

#### **“PRO-RATA” REFUND POLICY**

For students, who officially enroll in Mayaguez Institute of Technology; attend classes and then withdrawal the following terms for refund or credit to their account will apply. The termination or official withdrawal date for purposes of calculating refunds will be the date last attended classes.

#### **Students that withdrawal from a “credit-hour” or “clock-hour” program (one term enrollment agreement):**

1. During the first week of classes a credit or refund of 100% will be posted in the student account, except the \$ 25.00 admission fee.
2. During the second to the third week a credit or refund of 80% will be posted in the student account, except a \$100 withdrawal fee and the \$25.00 admission fee.
3. During the fourth to the fifth week a credit or refund of 60% will be posted in the student account, except a \$100 withdrawal fee and the \$25.00 admission fee.
4. During the sixth to the seventh week a credit or refund of 40% will be posted in the student account, except a \$100 withdrawal fee and the \$25.00 admission fee.
5. During the eighth to the ninth week a credit or refund of 20% will be posted in the student account, except a \$100 withdrawal fee and the \$25.00 admission fee.
6. After ninth week and until completion of the program, students are not eligible for refund or credit to the account.

#### **REFUND POLICY OF TITLE IV FUNDS**

All institutions participating in Title IV Funds for Student Financial Aid under the Higher Education Act of 1965, as amended, must implement the regulations established by the US Department of Education in order to determine the funds earned at the time the student leaves the school.

When a student participating in Title IV funds (Pell, FSEOG, etc.) makes a withdrawal during the pay period which he or she began to attend, the institution determine the amount of funds that the student has the right to the date of the withdrawal and the amount not won by the school.

If the amount of Title IV funds earned is less than the amount paid, the difference between these amounts is refunded to the Title IV programs.

If the amount earned was greater than that paid, the student is entitled to a late payment,

which can be credited to your account upon written notice to the student. The calculation of the amounts of Title IV earned is made in proportion to the days attended in the pay period. After 60% of each pay period, the student has earned 100% of federal funds for that pay period.

The Title IV refunds are made within 45 days from the date the Institution determines the student's termination. The last date of attendance is determined using student attendance cards of the instructors.

Break periods of five (5) days or more will not be included in the days gained for the purposes of the refund policy. The order to refund the funds is as follows: Pell, FSEOG, and State Programs of Financial Aid.

## **PAYMENT SETTLEMENT**

*Mayaguez Institute of Technology* offers payment settlement programs for all students to help pay the direct costs of the Institution more than the amounts contributed by other sources (federal, state, etc.). Any student who meets the admission requirements and enrolls in a program at one of our programs of study may apply for the Institutional Payment Plan. Students first must apply for financial aid from Pell Grant and other aid available before applying for the Institutional Payment Plan and the amount is limited to the balance that will not be covered by other aid. Institutional Payment Plan Applications will be processed during the enrollment agreement signature.

### Institutional Payment Plan Amount

The amount varies from student to student and is limited to the amount does not cover direct costs (cost of training, fees, etc.) after finishing the entire application process for financial aid. Students may not defer more than the amount of direct costs not covered or use proceeds for other expenses other than the payment of tuitions. Student payments will be credited directly to the student's account and no cash advances are available. Before the release, the student must sign an Institutional Payment Plan Acceptance confirming the terms and agree to the terms.

### Terms

The payment plan carries no interest charges, must be repaid in full within a period of 8 to 12 months (depending on the duration of the study program) after the first disbursement of funds to student accounts and requires monthly payments while the student is enrolled in the program. The Institution will not impose charges for late payment but the default on monthly payments or the repayment of the plan could result in that referred the account to a collection agency to recover the amount paid and any expenses (including legal fees ) incurred on account of collection efforts. In addition, the Institution reserves the right to process a termination (withdrawal) to the student who does not meet institutional financial obligations and will not issue a credit transcript, diploma or certification to any students who have not fulfilled their obligations the Institution. For cases of students who give or have been discharged, the institutional balance of his/her account will be subject to the refund policy found in this catalog.

## **OTHER CONTRACTUAL PROVISIONS**

1. Students' accounts in default could be referred or sold to a private collection agency. In case of the said action, such transfer would follow applicable regulations under the Laws of the Commonwealth of Puerto Rico. Reports of the history of payments may be referred to credit reporting agencies.

2. Other copies of the student's record of payments can be sent to interested persons or agencies by mail only with the written consent of the student. Copies of the student record submitted to it personally will be marked "Student Copy" and will not be on official business.
3. The Director of the Institution may terminate (suspension) to a student before completing the program of study by: (a) poor academic progress, (b) non-payment of stipends and / or fees, or (c) for noncompliance of institutional rules.
4. Any money paid to the Institution in excess of the correct amount owed by the student because withdraws, discharged by the Institution or for the reasons set forth, will be refunded by the Institution within thirty (30) days following the date of withdrawal or discharge, even if the student has not officially claimed the return.
5. Special cases: In case of illness, accident, family tragedy or other circumstance that precludes the student completing his training, the Institution may make a reasonable settlement with the acceptance of both parties.
6. The Institution reserves the right to cancel, make changes in schedules and content of classes, block of instruction, textbooks, courses, postpone school start dates, etc. In case of changes, students will not be penalized financially.
7. The Institution will only be responsible for administering first aid and make referrals in case of illness or accident on the premises of the Institution.

## **GRADUATION REQUIREMENTS**

Students will be eligible for graduation once they meet the following requirements:

1. Have successfully completed all courses in the curriculum before the maximum program length that applies to the program of study.
2. Have a GPA greater than or equal to 2.00 points (on a scale from 0.00 to 4.00)
3. Not have any financial obligations to the Institution.

By meeting these requirements, the student will receive a certificate / diploma to validate the training received.

## **TRANSFERS FROM SIMILAR TRAINING**

*Mayaguez Institute of Technology* will accept students from other similar institutions. Interested students should go through an orientation to determine if they qualify based on admission requirements and policies of the Institution. No credits will be validated if the student has attended other institution whose accreditation is not to grant credentials like those given *Mayaguez Institute of Technology*.

## **PROGRAM OF STUDY (MAYOR)**

The student will select a program of study at the time of admission to the Institution. To select a program, the student will receive proper guidance on professional and academic requirements of the curriculum of interest during the general initial orientation meeting guidance offered to all new

students. Once oriented and admitted, the student will be referred to his or her program “lead instructor” for detailed academic guidance purposes.

The student may request a change of program and focus on the time period stipulated by the Institution for changes in programs and request the appropriate form in the Registrar's Office. Any change in concentration must be approved by the Academic Director of the campus.

## **CHANGE OF ADDRESS**

At the time of enrollment, the student is required to submit his or her mailing address to the Registrar's Office. All address changes must be reported to this office. If the student fails to keep this information up to date, the Institution will not be liable for notifications not delivered to the student by the postal office. Any notice, official or otherwise is mailed to the address of a student as it appears on their student record.

## **AWARDS AND HONORS**

The Institution grants a certificate or diploma certifying that the student has completed the requirements of a technical or vocational post-secondary non-university program associated with an occupation as defined in the Dictionary of Occupational Titles published by the Department Labor of the United States of America.

## **AWARD CREDENTIAL**

Diploma: Basic Sewing, Fashion Design and Dressmaking, Fashion Design and Haute Couture, Commercial Florist, Advanced Cosmetology and Barbering, Barbering and Hairstyling, Nail Technology

Certificate: Upholstery Technician, Esthetics, Cosmetology

## **HONORS DISTINCTIONS**

A *High Honor* Diploma will be awarded to students with grade point averages (GPA) of 3.90 to 4.00; an *Honor* Diploma to students with an average of 3.75 to 3.89, and an *Honorable Mention* Diploma to students with averages of 3.50 to 3.74.

## **CERTIFICATION OF GRADUATION AND TRANSCRIPTS OF ACADEMIC CREDITS**

Students who meet graduation requirements at the end of any academic term and without pending payments may request and obtain from the Registrar's Office, free of charge, an academic transcript or a certification credential granting his or her graduate status even if not held the formal ceremony acts of graduation. Additional copies will cost \$ 2.00 each certification letter and \$5.00 each academic transcript.

The Institution will not deliver any document certifying graduation until the student has met all academic requirements, administrative and financial institution, including loans of books and materials.

## **UNIFORMS**

Beauty programs may require the wearing of uniforms in certain subjects. It is the responsibility of each student to use the kind of uniform that is designated for their particular program.

## TUITION AND FEES

The following tuition and fees are applicable to all the students of *Mayaguez Institute of Technology* that start a program in a specific date. The tuition fee is the charge for the instruction and do not include includes books and a basic kit of equipment and materials of their program so study. As July 1, 2020, tuitions and fees are:

<b><u>Program of Study</u></b>	<b><u>Tuition and Fees</u></b>
<b>Basic Sewing</b>	\$6,650.00
Admission Fee	25.00
Laboratory, equipment, books and materials	245.00
<b>Total</b>	<b>\$6,920.00</b>
<b>Commercial Florist</b>	\$6,650.00
Admission Fee	25.00
Laboratory, equipment, books and materials	225.00
<b>Total</b>	<b>\$6,900.00</b>
<b>Upholstery Technician</b>	\$6,650.00
Admission Fee	25.00
Laboratory, equipment, books and materials	292.00
<b>Total</b>	<b>\$6,967.00</b>
<b>Fashion Design and Dressmaking</b>	\$10,500.00
Admission Fee	25.00
Laboratory, equipment, books and materials	285.00
<b>Total</b>	<b>\$10,810.00</b>
<b>Fashion Design and Haute Couture</b>	\$10,500.00
Admission Fee	25.00
Laboratory, equipment, books and materials	300.00
<b>Total</b>	<b>\$10,825.00</b>
<b>Esthetics</b>	\$9,975.00
Admission Fee	25.00
Laboratory, equipment, books and materials	435.00
<b>Total</b>	<b>\$10,435.00</b>
<b>Barbering and Hairstyling</b>	\$9,975.00
Admission Fee	25.00
Laboratory, equipment, books and materials	336.00
<b>Total</b>	<b>\$10,336.00</b>
<b>Cosmetology</b>	\$9,975.00
Admission Fee	25.00
Laboratory, equipment, books and materials	420.00
<b>Total</b>	<b>\$10,420.00</b>

<b>Nail Technology</b>	<b>\$6,650.00</b>
Admission Fee	25.00
Laboratory, equipment, books and materials	250.00
<b>Total</b>	<b>\$6,925.00</b>

The \$25.00 admission and or readmission fee is not included. If a student apply for readmission the same academic year that he or she withdrew from a program, he or she not have to pay the admission fee again.

**Refund of Books, Equipment and Materials** The fees for the equipment, books and materials will be refunded only if the student returns them in excellent (like new) condition.

### **EXTRA CHARGES FOR EDUCATIONAL SERVICES**

Any student that extends more time than the normal program length to complete their program of study, which is set in the enrollment agreement, will be entitled to attend up to 10% of the normal length of the program at no additional cost. If the student exceeded more than 10%, he or she will be billed for the additional time based on the hours that take more than 10% and the cost of their program.

### **MISCELANEOUS FEES**

Removing of an Incomplete	\$5.00 c/u
Retaken Examination	\$5.00
Official Transcript	\$5.00 after the first one
Certifications (Active Enrollment)	\$2.00
Identification Card	\$3.00
Graduation Fee	\$30.00 (Printing of Diploma and 1 <sup>st</sup> Transcript
Origination Fee - Institutional Loan	\$5.00 if the balance is \$50 or less \$50 and lower that \$100 \$25.00 for balances of \$100 or more.

### **CONSEQUENCES OF FAILURE TO MAKE PAYMENTS**

1. Admission Fee—all students requires the payment of admission fee to avoid that some services be denied, such as letters, transcripts, delivery of books, materials, and equipment.
2. Administrative Withdrawal for Non-Payment, if the student does not meet the payment arrangements, he or she may be suspended from training.
3. Certificates and transcripts— a student will be awarded with the certificate of graduation (letter or transcript) until he or she comply with all its obligations with the institution.
4. Readmissions— when applying for a readmission, the Institution may require that the student meets all overdue payments.
5. Equipment and materials —only will be deliver equipment and materials, if applicable, to students who are current on their payment plan.
6. External or Clinical Practice—an authorization is required from the Collections Office to begin in an external practice or clinic (if applicable).

## **DISTANCE EDUCATION**

Distance education at Mayaguez Institute of Technology is a form of teaching in which students do not physically attend our facilities. In this teaching system, the student receives the study material (personally, by post, email, the “Google Classroom” platform or other possibilities offered by the Internet), allowing new techniques and strategies to be used in the educational act, learning centered on the student himself, thus promoting self-learning and self-management, that is, it is a flexible and self-directed education, whose main tools are communication and information technologies. Learning developed with new communication technologies is called (“elearning”. The platform currently used by MIT for this modality is “Google Classroom”.

Depending on the program of study, students only attend the institution physically to carry out the laboratories, receive tutorials, or to take face-to-face exams.

Currently, given a provisional authorization granted by the Federal Department of Education and our accrediting agency for the Emergency of COVID-19, there are distance education activities in all our academic programs, but the most usual is that it is taught in didactic subjects (theory) only.

### **Distance Education Support Personnel:**

- A Director of Distance Education
- A Distance Education and Learning Resource Center Administrator
- Counseling (student receive services when attending labs)
- Registration (student receive the services when he attends the labs)
- Placements (student receive services when attending labs)

### **Technology Requirements**

Students are required to have technical devices with Internet access where they will receive materials and submit their assignments and other work. Communication and interactivity between faculty-student and student-student is carried out mainly through the use of the “Google Classroom” platform, email, discussion forums and chats.

### **Admission requirements:**

The admission requirements for all programs are the same for the traditional face-to-face and distance education modality.

Students enrolled in diploma programs and theory courses are offered a virtual orientation and tutorial on the use and management of “Google Classroom”.

### **Definition of attendance at distance courses adopted Mayaguez Institute of Technology**

Success in a distance course depends on the participation of the instructor and her students throughout the course. As such, students are required to complete all assignments before the due date and to participate in class remotely actively on a **regular basis**. Educational activity includes (but is not limited to):

- Participate in regularly scheduled learning sessions (where there is an opportunity for direct interaction between the student and the faculty member);
- Submit an academic assignment;
- Take a test, interactive tutorial, or computer-assisted instruction;
- Attend a study group assigned by the institution;

- Participate in an online discussion about academic matters;
- Consultations with a faculty mentor to discuss the content of the academic course;
- Participation in an independent study led by your instructor

Using as a basis the regulation presented, attendance at distance classes at *Mayaguez Institute of Technology* is defined as the daily participation of the instructor (to offer virtual classes, assign tasks and initiate group discussions) and a regular participation of the student (to present their homework, attend virtual classes, participate in discussions or ask questions) understanding that regular participation is, in programs with 5 school days a week, participating three or more times a week and in programs with 4 school days at the week, participate twice or more times a week, being admitted in both cases only one presentation of one task if the nature of the task requires more than two days to complete. Student participation will be updated weekly.

**Participate** - If a student performs three or more of the described activities during a week with 5 school days or two activities in 4 school day weeks, or submits an assignment that the instructor determined requires more than two days to complete, they will be marked as who participated that week.

**Failure to participate** - A student will be marked as not participating in a particular week if he or she did not post in the discussion forum and / or submitted completed assignments / essays or assessments that were assigned in the week.

If a student cannot meet the minimum requirements of the class assignments due to valid reasons, such as being ill or not having the technology or materials at home to carry out the assignments, he must notify it and in such case, it will be put on a "leave of absence" until they can return to participate in the distance or face-to-face course (if this is already offered).

Program: \_\_\_\_\_ Group: \_\_\_\_\_ AM\_\_\_ PM\_\_\_

Teacher: \_\_\_\_\_ Period (Week): \_\_\_\_\_

	Student Name	M	T	W	Th	F	Weekly Participation
1							
2							
3							
4							
5							

Legend:

- “P” - Cells under a day of the week are marked with a “P” if there was activity by the instructor that day and there is evidence that the student participated or there was a spontaneous participation of the student.
- “NP” - Cells under one day of the week are marked with an “NP” if there was activity by the instructor that day and it could not be validated that the student participated.
- “NA” - Cells under a day are marked “NA” if there was no activity by the instructor or student that day.

Weekly Participation Column

- “A” - The cells under “Weekly Participation” are marked “A” (active), if during that week the student interacted two or more times (as applicable) or presented a task that the instructor determined required more than one day to complete.
- “NP” - The cells under “Weekly Participation” are marked “NP” (did not participate), if during that week it cannot be validated that the student interacted in any way with the instructor or other classmates.



**Student Services:**

Students who take courses in the distance education modality have scheduled subjects and / or face-to-face courses at the institution. Therefore, their assistance and inclusion in work plans, projects, aid programs and services are the same as those offered to the traditional student population.

**Costs for students in distance education:**

The costs are no different for students taking online courses.

**BASIC SEWING (FORMER INDUSTRIAL SEWING)**

27.5 semester-credits (720 didactic / laboratory contact hours and 180 out-of-class hours)

Normal program length = Eight months. Credential: Diploma

Upon completing this program, the participant will be able to know, identify and apply his/her knowledge in the fields of basic and commercial sewing. The participant could be employed at the entry level in the industry of the basic design and production of women and men apparel, a large-scale manufacturer of pieces of apparel sewing or in a personalized fashions' related field.

TERM	CODE	TITLE	CREDITS
I-A	COIN 101 DEEM 102	History, Tendencies and Description of the Occupation	2.5
		Business Development Workshop	2.5
		Total of Credits	5.0
I-B	COIN 201 LCOI 201	Patterns of Pieces	2.5
		Laboratory of Patterns of Pieces	2.0
		Total of Credits	4.5
I-C	COIN 301 LCOI 301	Making of Skirts Patterns	2.5
		Laboratory of Making of Skirts Patterns	2.0
		Total of Credits	4.5
		Total Credits First Trimester	13
II-A	COIN 401 LCOI 401	Sewing of Blouses and Shirts	2.5
		Laboratory of Sewing of Blouses and Shirts	2.0
		Total of Credits	4.5
II-B	COIN 501 LCOI 501	Patterns of Pants	2.5
		Laboratory of Patterns of Pants	2.0
		Total of Credits	4.5
II-C	COIN 601 LCOI 601	Patterns of Dresses	2.5
		Laboratory of Patterns of Dresses	2.0
		Total of Credits	4.5
		Total Credits Second Trimester	14.5
Total Credits of the Program			27.5

\* Hours to credit-hours conversion according to the definition of credit-hour conversion of ACCSC

## FASHION DESIGN AND DRESSMAKING

36 semester credits (1080 didactic / laboratory contact hours and 320 hours of out-of-class work)  
Normal program length = One year. Credential: Diploma

Upon completing this program, the participant will be able to know, identify and apply his/her knowledge in the field of Fashion Apparel Creation Industry. The participant may be employed at entry level in the Fashion Apparel Creation Industry or contract the manufacture of different pieces of Fashion Apparel or be employing in related areas like seamstress.

TERM	CODE	TITLE	CREDITS
I-A	COIN 101 DEEM 102	History of Sewing and Description of the Occupation	2.5
		Business Development Workshop	2.5
		Total of Credits	5.0
I-B	DICO 201 LDIC 201	Sewing Techniques and the Industrial Sewing Machine	2.5
		Lab. of Sewing Techniques and the Industrial Sewing Machine	2.0
		Total of Credits	4.5
I-C	DICO 301 LDIC 301	Illustration	2.5
		Laboratory of Illustration	2.0
		Total of Credits	4.5
II-A	DICO 401 LDIC 401	Modification and Transformation of Patterns	2.5
		Laboratory of Modification and Transformation of Patterns	2.0
		Total of Credits	4.5
II-B	DICO 501 LTEM 501	Design and Making of Blazers	2.5
		Laboratory of Design and Making of Blazers	2.0
		Total of Credits	4.5
II-C	DICO 601 LDIC 601	Design and Making of Dresses	2.5
		Laboratory of Design and Making of Dresses	2.0
		Total of Credits	4.5
III-A	DICO 701 LDIC 701	Tendencies in Fashions	2.5
		Laboratory of Tendencies in Fashions	2.0
		Total of Credits	4.5
III-B	DICO 801 LDIC 801	Design Techniques and the Making of Casual Apparels	2.5
		Laboratory Design Techniques and the Making of Casual Apparels	2.0
		Total of Credits	4.5
III-C	DICO 901 LDIC 901	Portfolio (Manual), Collections and Exhibitions	2.5
		Laboratory of Portfolio (Manual), Collections and Exhibitions	2.0
		Total of Credits	4.5
		Total Credits of the Program	

## FASHION DESIGN AND HAUTE COUTURE

36 semester credits (1080 didactic / laboratory contact hours and 320 hours of out-of-class work)

Normal program length = One year. Credential: Diploma

Upon completing this program, the participant will be able to know, identify and apply his/her knowledge in the field of Fashion Apparel Creation Industry. The participant may be employed at entry level in the Fashion Apparel Creation Industry or contract the manufacture of different pieces of Fashion Apparel or be employing in related areas like seamstress.

TERM	CODE	TITLE	CREDITS
I-A	COIN 101	History of Sewing and Description of the Occupation	2.0
	DEEM 102	Business Development Workshop	2.0
		Total of Credits	4.0
I-B	DMAC 201	Industrial Pattern for Men and Women	1.0
	LDMA 201	Laboratory of Industrial Patterns for Men and Women	3.0
		Total of Credits	4.0
I-C	DMAC 301	Advanced Illustrations	1.0
	LDMA 301	Laboratory of Advanced Illustrations	3.0
		Total of Credits	4.0
II-A	DMAC 401	Advanced Design	1.0
	LDMA 401	Laboratory of Advanced Design	3.0
		Total of Credits	4.0
II-B	DMAC 501	Design and Making of Haute Couture I	1.0
	LDMA 501	Laboratory of Design and Making of Haute Couture I	3.0
		Total of Credits	4.0
II-C	DMAC 601	Textiles	1.0
	LDMA 601	Laboratory of Textiles	3.0
		Total of Credits	4.0
III-A	DMAC 701	Patterns and "Grading"	1.0
	LDMA 701	Laboratory of Patterns and "Grading"	3.0
		Total of Credits	4.0
III-B	DMAC 801	Design and Making of Haute Couture II	1.0
	LDMA 801	Laboratory of Design and Making of Haute Couture II	3.0
		Total of Credits	4.0
III-C	DICO 901	Portfolio (Computer), Collections and Fashion Show	1.0
	LDMA 901	Laboratory of Portfolio (Computer), Collections and Fashion Show	3.0
		Total of Credits	4.0
		<b>Total Credits of the Program</b>	<b>36</b>

### COMMERCIAL FLORIST

27.5 semester-credits (720 Didactic / Laboratory contact hours and 180 hours of out-of-class work)

Normal program length = Eight months. Credential: Diploma

This program will develop in their participants' knowledge and skills as a commercial florist and its related occupations. Once training is completed the participant is qualified to obtain employment at and entry-level commercial florist, activities coordinator, florist self-employed, flowers wholesale employee or related jobs in the flowers industry.

TERM	CODE	TITLE	CREDITS
I-A	FLOR 101 DEEM 102	Description of the Occupation and Human Relations	2.5
		Business Development Workshop	2.0
		Total of Credits	5
I-B	FLOR 201 LFLO 201	Vases and Laces	2.5
		Laboratory of Vases and Laces	2.0
		Total of Credits	4.5
I-C	FLOR 301 LFLO 301	Natural and Artificial Flowers	2.5
		Laboratory of Natural and Artificial Flowers	2.0
		Total of Credits	4.5
		Total Credits First Trimester	14
II-A	FLOR 401 LFLO 401	Chaplets and Exotic Arrangements	2.5
		Laboratory of Chaplets and Exotic Arrangements	2.0
		Total of Credits	4.5
II-B	FLOR 501 LFLO 501	Bridal Arrangements	2.5
		Laboratory of Bridal Arrangements	2.0
		Total of Credits	4.5
II-C	FLOR 601 LFLO 601	Decorations of Business and Activities Locations	2.5
		Lab. of Decorations of Business and Activities Locations	2.0
		Total of Credits	4.5
		Total Credits of the Second Trimester	13.5
Total Credits of the Program			27.5

### UPHOLSTERY TECHNICIAN

27.5 semester-credits (720 didactic / laboratory contact hours and 180 hours of out-of-class work)

Normal program length = Eight months. Credential: Certificate

With this curriculum the participant has an opportunity to acquire the knowledge, skills and attitudes needed to start a career as an upholsterer. It emphasizes mastery in upholstering cushions, furniture, seats and backs and the automobile. The graduate student may elect to ask for a job in an established upholstery shop or start his or her own shop.

TERM	CODE	TITLE	CREDITS
I-A	TAPI 101 LTAP 101	History, Tendencies and Description of the Occupation	2.5
		Laboratory of Furniture Pieces	2.0
		Total of Credits	4.5
I-B	TAPI 201 LTAP 202	Upholstery of Cushions, Seats, and Backseats	2.5
		Laboratory of Upholstery of Cushions, Seats and Backseats	2.0
		Total of Credits	4.5
I-C	TAPI 301 LTAP 301	Upholstery of Furniture I	2.5
		Laboratory of Upholstery of Furniture I	2.0
		Total of Credits	4.5
		<i>Total Credits First Trimester</i>	<b>13.5</b>
II-A	TAPI 401 LTAP 401	Upholstery of Automobiles	2.5
		Laboratory of Upholstery of Automobiles	2.0
		Total of Credits	4.5
II-B	TAPI 501 LTAP 502	Upholstery of Furniture II	2.5
		Laboratory of Upholstery of Furniture II	2.0
		Total of Credits	4.5
II-C	TAPI 601 TAPI 602	Human Relations	2.5
		Business Development Workshop	2.5
		Total of Credits	5
		<i>Total Credits Second Trimester</i>	<b>14</b>
		<b>Total of Credits of the Program</b>	<b>27.5</b>

## ESTHETICS

(1,350 contact hours of didactic and laboratory practice)

Normal program length – One year. Credential: Certificate

This program develops in students the skills to perform effectively at the workplace tasks related to skin care and esthetics. It provides students with the skills to apply makeup techniques in each situation with the proper use of cosmetics. It provides physiological knowledge about the human body, its characteristics and diseases that affect any person. Also the use of various devices used in the field of esthetics as an aid to beauty treatments is discussed in details. Upon completing the program the participant will have the skills to get an entry-level job in the field of esthetics.

TERM	CODE	TITLE	CLOCK-HOURS
I-A	HIDO 101 DEEM 102	History and Description of Beauty Occupations	75
		Business Development Workshop	75
		Total of Clock-Hours	150
I-B	BAES 201 LBAE 201	Bacteriology, Sanitation and Sterilization	75
		Laboratory of Bacteriology, Sanitation and Sterilization	75
		Total of Clock-Hours	150
I-C	ANAT 201 QUIM 301	Anatomy	75
		Chemical of Cosmetics Products	75
		Total of Clock-Hours	150
II-A	ELEC 400 ESTE 401	Cosmetic Electrotherapies	75
		Esthetic's Machines and Devices	75
		Total of Clock-Hours	150
II-B	ESTE 501 ESTE 502	Skin Analysis, Properties and Diseases	75
		Facials and Body Hair Removing	75
		Total of Clock-Hours	150
II-C	ESTE 601 LEST 601	Facials and Body Manipulations (Massages)	75
		Laboratory of Facial and Body Manipulations (Massages)	75
		Total of Clock-Hours	150
III-A	ESTE 701 LEST 701	Deep Skin Cleaning and Extirpation	75
		Laboratory of Deep Skin Cleaning and Extirpation	75
		Total of Clock-Hours	150
III-B	ESTE 801 LEST 801	Skin Treatments – Facial and Body	75
		Laboratory of Skin Treatments and Extirpation	75
		Total of Hours	150
III-C	ESTE 901 LEST 901	Professional Make-Up	75
		Laboratory of Professional Make-Up	75
		Total of Hours	150
		<b>Total of Clock-Hours of the Program</b>	<b>1,350</b>

## COSMETOLOGY

(36 semester-credits hours of didactic, laboratory practice and out-of-class work)

Normal program length – One year. Credential: Certificate

This program develops in students the skills to effectively perform cosmetology duties at the workplace. It provides to the students the skills to apply appropriate techniques for handling and cut hair, proper use of equipment and materials, application of treatments, bleaching and dyeing hair, relaxers, permanent waving, among others. Upon completing the program, the participant will have the skills to get an entry-level job in the field of the cosmetology.

TERM	CODE	TITLE	CREDIT-HOURS
I-A	HIDO 101 DEEM102	History and Description of Beauty Occupations	2
		Business Development Workshop	2
		Total of Credit-Hours	4
I-B	BAES 201 ANAT 201	Bacteriology, Sanitation and Sterilization with Lab	2
		Anatomy	2
		Total of Credit-Hours	4
I-C	COSM 301 LCOS 301	The Hair, it Cares and Treatments	1
		Laboratory of Hair, it Cares and Treatments	3
		Total of Credit-Hours	4
II-A	COSM 401 QUIM301	Hair Bleaching and Dyeing - Laboratory	2
		Chemical of Cosmetics Products	2
		Total of Credit-Hours	4
II-B	COSM 501 LCOS 501	Manicure and Pedicure	1
		Laboratory of Manicure y Pedicure	3
		Total of Credit-Hours	4
II-C	COSM 601 LCOS 601	Facials and Make-Ups	1
		Laboratory of Facials and Make-Ups	3
		Total of Credit-Hours	4
III-A	COSM 701 LCOS 701	Hair Dressing, Relaxers and Ripples	1
		Laboratory of Hair Dressing, Relaxers and Ripples	3
		Total of Credit-Hours	4
III-B	COSM 801 LCOS 801	Hair-Cutting	1
		Laboratory of Hair-Cutting	3
		Total of Credit-Hours	4
III-C	COSM 901 LCOS 901	Preparatory Course for the Board Examinations	2
		Clinical Laboratory	2
		Total of Credit-Hours	4
		<b>Total Clock-Hours of the Program</b>	<b>36</b>

## BARBERING AND HAIRSTYLING

36 credits (1,350 contact-hours) of didactic and laboratory practice

Normal program length – One year. Credential: Diploma

This program develops in students the skills to perform effectively at the workplace as a barber or hair stylist. It provides students with the skills to apply the appropriate techniques for handling and care of the hair, proper use of equipment such as instrument and materials, application of treatments, bleaching and dyeing of hair, haircut and permanent, among others. Upon completing the program, the participant will have the knowledge and skills necessary to apply for a license as a barber-hairstylist and apply for jobs at an entry level as a barber or barber stylist.

TERM	CODE	TITLE	CLOCK-HOURS
I-A	HIDO 101 DEEM 102	History and Description of the Beauty Occupations	2.0
		Business Development Workshop	2.0
		Total of Credit-Hours	4.0
I-B	BAES 201 ANAT 201	Bacteriology, Sanitation and Sterilization with Lab	2.0
		Anatomy	2.0
		Total of Credit-Hours	4.0
I-C	COSM 301 LCOS 301	The Hair, It Cares and Treatments	1.0
		Laboratory of the Hair, It Cares and Treatments	3.0
		Total of Credit-Hours	4.0
II-A	COSM 401 QUIM 301	Hair Bleaching and Dyeing with Laboratory	2.0
		Chemical of Cosmetic Products	2.0
		Total of Credit-Hours	4.0
II-B	BARB501 LBAR501	Manicure, Massages and Skin Care	1.0
		Laboratory of Manicure, Massages and Skin Care	3.0
		Total of Credit-Hours	4.0
II-C	BARB601 LCOS 601	Shaving and Facial Treatments	1.0
		Laboratory of Shaving and Facial Treatments	3.0
		Total of Credit-Hours	4.0
III-A	BARB701 LBAR701	Haircuts and Hairstyles for Men	1.0
		Laboratory of Haircuts and Hairstyles for Men	3.0
		Total of Credit-Hours	4.0
III-B	BARB801 LBAR801	Advanced Hairstyles for Men	1.0
		Laboratory of Advanced Haircuts for Men	3.0
		Total of Credit-Hours	4.0
III-C	BARB 901 LCOS 901	Preparatory Course for the Board Examinations	2.0
		Clinical Laboratory	2.0
		Total of Credit-Hours	4.0
		<b>Total Credit-Hours of the Program</b>	<b>36</b>



## NAIL TECHNOLOGY

24 credits (900 contact-hours) of didactic and laboratory practice

Normal program length – Eight Months. Credential: Diploma

This program provides students with the skills to apply the techniques of natural nails cares and artificial nails services (putting and retouching). It emphasizes the proper use of equipment, implements and supplies, application of treatments on the hands and nails, among others. Upon completing the program, the participant will have the skills need to work as an entry level nail technician.

TERM	CODE	TITLE	HOURS
I-A	HIDO101	History and Description of the Beauty Occupations	2.0
	DEEM102	Business Development Workshop	2.0
		Total of Credit-Hours	4.0
I-B	BAES201	Bacteriology, Sanitation and Sterilization	1.0
	LBAE201	Laboratory of Bacteriology, Sanitation and Sterilization	3.0
		Total of Credit-Hours	4.0
I-C	ANAT 201	Anatomy	1.0
	QUIM 301	Chemical of Cosmetics Products	3.0
		Total of Credit-Hours	4.0
III-A	COSM501	Manicure yPedicure	1.0
	LCOS501	Laboratory Manicure and Pedicure	3.0
		Total of Credit-Hours	4.0
III-B	MAUN801	Application Techniques – Acrylic Nails	1.0
	LMAU801	Lab. of Application Techniques- Acrylic Nails	3.0
		Total of Credit-Hours	4.0
II-C	MAUN901	Application Techniques - Gel, Sculptured and Fantasy	1.0
	LMAU901	Lab. Application Techniques – Gel, Sculptured and Fantasy	3.0
		Total of Credit-Hours	4.0
		<b>Total Credit-Hours of the Program</b>	<b>24</b>

## **COURSE DESCRIPTIONS –BASIC SEWING**

### **COIN 101 History, Tendencies and Description of the Occupation 2.5 credits**

Students will receive an introduction to sewing: measures, technical signs, comparisons, designs, equipment, tools, practice and proper use of the creations. A description from the occupational perspective which represents being a professional fashion designer, the conditions under which they work and the type of positions that you can choose are also discussed.

### **DEEM 102 Business Development Workshop 2.5 credits**

Introductory course to the establishment and management of small businesses in Puerto Rico. It includes the theory related to the opening (concept) and space requirements, permits, employees' needs, etc. It also covers topics related to marketing, operations, accounting and development options (growth) of the company.

### **COIN 201 Patterns of Pieces 2.5 credits**

In this course students will learn the theory associated with the different production types of pockets and pleats, grommets, snaps, buttons, sleeves, etc.

### **LCOI201 Laboratory of Patterns of Pieces 2 credits**

This is a laboratory course complementary to COIN 201 in which students will apply the theory associated with the different production types of pockets and pleats, grommets, snaps, buttons, sleeves, etc.

### **COIN 301 Making of Skirts Patterns 2.5 credits**

In this course students learn the theory related to the making apparel patterns for women and girls skirts. The selection of appropriate materials and fashions are discussed in detail. Students also make sketches of their own design.

### **LCOI 301 Laboratory of Making of Skirts Patterns 2 credits**

This course is complementary to COIN 301 in which students make patterns for the different types of apparel pieces discussed during COIN 601 with the corresponding terminations.

### **COIN 401 Sewing of Blouses and Shirts 2.5 credits**

During this course the student will design and develop patterns for different types of blouses and Skirts obtained from the textbook and the internet.

### **LCOI 401 Laboratory of Sewing of Blouses and Shirts 2 credits**

This is a laboratory course complementary to COIN 301 in which students work on the making of different types of dresses using the sewing machines and the patterns developed in the COIN 301 course.

### **COIN 501 Sewing of Pants 2.5 credits**

In this course students will study the theory related to the making of pants. The emphasis is in the selection of the appropriate fabric and the design fashion appropriate for each.

### **LCOI 501 Laboratory Sewing of Pants 2 credits**

This course is complementary to the course COIN 301 in which students develop practical skills in cutting and seams of different types of pants and shirts with all the terminations.

**COIN 601 Sewing of Dresses****2.5 credits**

In this course students learn the theory related to making dresses for women and men using different types of fabrics and fashions. Will also sketch his/her own designs.

**COIN601 Laboratory of Sewing of Dresses****2.0 credits**

This is a complementary laboratory course of COIN 501 in which the student will acquire practical skills in the making of different types of dresses. This includes making the cuts, seams, and final terminations.

**COURSE DESCRIPTIONS – FASHION DESIGN AND DRESSMAKING****COIN 101 History of Sewing and Description of the Occupation****2.5 credits**

Students will receive an introduction to sewing: measures, technical signs, comparisons, designs, equipment, tools, practice and proper use of the creations. A description from the occupational perspective which represents being a professional fashion designer, the conditions under which they work and the type of positions that you can choose are also discussed.

**DEEM 102 Business Development Workshop****2.5 credits**

An Introductory course to the establishment and management of small businesses in Puerto Rico. It includes the theory related to the opening (concept) and space requirements, permits, need of employees, etc. It also covers topics related to marketing, operations, accounting, and development options (growth) of the company.

**DICO201 Basic Sewing Techniques and the Industrial Sewing Machine****2.5 credits**

In this course the student will learn the theory related to sewing samplers, how to use the sewing materials and the appropriate use of industrial sewing machines. The theory related to the creation of a sample of seams is included.

**LDIC 201 Laboratory of Basic Sewing Techniques and the Industrial Sewing Machine****2.0 credits**

This is a laboratory course in which the student will practice the theory discusses in the course DICO 201. The student will create their own sewing samplers and use some of the sewing tools. Emphasis is in the appropriate use industrial sewing machines.

**DICO 301 Illustration****2.5 credits**

In this course the student will learn the necessary theory needed to illustrate the human figure using various techniques; undertake sketch commensurate with the right size of faces, hands and feet; develop techniques to position clothes on the body and will start the his or her own diary design that begins with the preparation of a professional journal.

**LDIC 301 Laboratory of Illustration****2.0 credits**

This is a laboratory course in which the student will practice (draw) the types of body human figures discussed in the course DICO 301 and will prepare samples of their professional design diary.

**DICO 401 Modifications and Transformations (of Patterns)****2.5 credits**

In this course students will learn the theory necessary to modify or transform a customer measures various types of trade patterns, among which may include blouses, jackets, pants and suits. The Chaviano's Method Handbook and materials will be used.

**DICO501 Laboratory of Modifications and Transformations (of Patterns) 2.0 credits**

This is a laboratory course in which the student will practice how modify and/or transform patterns to different types of size and form of human bodies as discussed in the course DICO401.

**DICO501 Design and Making of Blazers 2.5 credits**

In this course the student learns the theory and techniques required to design and sew different styles of blazers and jackets using modified or his/her own patterns.

**LDIC 401 Laboratory of Design and Making of Blazers 2.0 credits**

This is a laboratory course in which the student will sew the various types of blazers and jackets discussed in the course DICO501.

**DICO 601 Design and Making of Dresses 2.5 credits**

In this course the student will learn the theory and techniques required to make different styles of dresses using modified or his/her own patterns.

**LDIC 601 Laboratory of Design and Making of Dresses 2.0 credits**

This is a laboratory course in which the student will use sew the various types of dresses discussed in the course DICO601 using modified of his/her own patterns.

**DICO 701 Tendencies in Fashions 2.5 credits**

In this course the student will learn the theory related to modern sewing techniques that have been developed to temper the designs to new fashion trends, this includes new types of textiles, combinations of parts, etc.

**LDIC 701 Laboratory of Tendencies in Fashions 2.0 credits**

This is a laboratory course in which the student will practice modern sewing of various types of contemporary apparels that were influenced by designers, especially from Europe.

**DICO 801 Design Techniques and the Making of Casual Apparels 2.5 credits**

In this course students will learn the theory and techniques required to develop different styles of casual apparels for women and men. The course concludes with a discussion of the development of a casual evening dress.

**LDIC 801 Laboratory of Design Techniques and the Making of Casual Apparels 2.0 credits**

This is a laboratory course in which the student will sew the types of casual apparels discussed in the course DICO 801.

**DICO 901 Portfolio (Manual), Collections and Exhibitions 2.5 credits**

In this course students will learn the theory and manual techniques required to prepare a professional portfolio, to develop a collection and to organize an exhibition of his/her pieces of apparels.

**LDIC 901 Laboratory of Portfolio (Manual), Collections and Exhibitions 2.0 credits**

This is a laboratory course in which the student will start his or her manual professional portfolio, his own collection and to mount in the school and exhibition of his/her own pieces of apparels.

## **COURSE DESCRIPTIONS – FASHION DESIGN AND HAUTE COUTURE**

### **COIN 101 History of Sewing and Description of the Occupation**

**2.0 credits**

Students will receive an introduction to sewing: measures, technical signs, comparisons, designs, equipment, tools, practice, and proper use of the creations. A description from the occupational perspective which represents being a professional fashion designer, the conditions under which they work and the type of positions that you can choose are also discussed.

### **DEEM 102 Business Development Workshop**

**2.0 credits**

Introductory course to the establishment and management of small businesses in Puerto Rico. It includes the theory related to the opening (concept) and space requirements, permits, employees' needs, etc. It also covers topics related to marketing, operations, accounting, and development options (growth) of the company.

### **DMAC 102 Industrial Patterns for Women and Men**

**1.0 credit**

Students will receive instruction in measures, technical skills, comparisons of designs, equipment, tools, and the use of industrial patterns for women. A description from the occupational perspective of what represents being a professional fashion designer, the conditions under which they work and the type of positions available are also discussed.

### **LDMA 202 Laboratory of Industrial Patterns for Women and Men**

**3.0 credits**

This is a laboratory course in which the student will practice the theory discussed in the course DMAC 102.

### **DMAC 301 Advanced Illustration**

**1.0 Credit**

In this course the student will learn the advanced theory and techniques required to draw the human figure. Will draw layouts that keep proportion with the size of faces, hands, and feet. Will develop advanced techniques for adjust apparels in a body and will start a professional design diary.

### **LDMA 301 Laboratory of Advanced Illustration**

**3.0 credits**

This is a laboratory course in which the student will practice (draw) the types of body human figures discussed in the course DMAC 301 and will prepare samples of their professional design diary.

### **DMAC 401 Advanced Design**

**1.0 credit**

In this course the student will learn the advanced theory and techniques required to design and create patterns of different apparel pieces for different types of size and form of human bodies.

### **DICO 501 Laboratory of Advanced Design**

**3.0 credits**

This is a laboratory course in which the student will practice to design and create patterns of different apparel pieces for different types of size and form of the human body, as discussed in the course DMAC 401.

### **DMAC 501 Design and the Making of High Couture I**

**1.0 credit**

In this course the student learns the theory and techniques required to design and sew different styles of high couture apparel using his/her own patterns.

**LDMA501 Laboratory of Design and Making of High Couture****3.0 credits**

This is a laboratory course in which the student will sew the various types of high couture pieces discussed in the course DMAC 501.

**DMAC 601 Textiles****1.0 credit**

In this course the student will learn the theory associated with different types of textiles; the textiles design and the techniques used to develop different types of patterns based on a type of textile.

**LDMA 601 Laboratory of Textiles****3.0 credits**

This is a laboratory course in which the student will use apply the theory of textiles discussed in the course DMCA 601.

**DMCA 701 Pattern and “Grading”****1.0 credit**

In this course students the student start working with advanced techniques based in the contemporary tendencies in fashions. The student learns about the complexity of the cuts and making of pieces than can be presented according the influence of the fashions developed in Puerto Rico and Europe (especially Italy). “Grading” is the technique used to create different sizes of clothing).

**LMCA 701 Laboratory of Patterns and “Grading”****3.0 credits**

This is a laboratory course in which the student will practice the theory discussed in the DMAC 701 course. Students will sew various types of contemporary apparels that were influenced by designers in Europe.

**DMCA 801 Design and Making of High Couture II****1.0 credit**

In this course the student will learn additional advanced theory and techniques required to develop different styles of high couture for women.

**LDIC 801 Laboratory of Design and Making of High Couture II****3.0 credits**

This is a laboratory course in which the student will sew the various types of high couture apparel discussed in the course DMCA 801.

**DICO 901 Portfolio (Computerized), Exhibitions and “Fashion Show”****1.0 credit**

In this course students will learn the theory and manual techniques required to prepare a professional portfolio using computers, to develop a collection and to organize a fashion show of his/her pieces of apparels.

**LDIC 901 Laboratory of Portfolio (Computerized), Exhibitions and “Fashion Show”****3.0 credits**

This is a laboratory course in which the student will expand his or her professional portfolio using a computer, his own collection and to mount in the school an exhibition of his/her own pieces of apparels.

**COURSE DESCRIPTIONS – COMMERCIAL FLORIST****FLOR 101 Description of Occupation and Human Relations****2.5 credits**

Students will be introduced to the flowers industry: familiarization with the various types of flowers, comparisons, designs, equipment, tools, and practice. A description from the occupational point of view of what constitutes to be a professional florist, the conditions under which they work and the type of positions that graduates can choose.

**DEEM 102 Business Development Workshop****2.5 credits**

An Introductory course to the establishment and management of small businesses in Puerto Rico. It includes the theory related to the opening (concept) and space requirements, permits, need of employees, etc. It also covers topics related to marketing, operations, accounting, and development options (growth) of the company.

**FLOR 201 Vases and Laces****2.5 credits**

In this course students are introduced to the theory related to the different styles of vases and laces used on specific occasions. We discuss the relationship with different styles of vases and the use of recycled material as vases. The alternative to lease the appropriate vases and the time and place to stand are discussed in details.

**LFLO 201 Laboratory of Vases and Laces****2 credits**

This is a complementary course to the FLO 201 course in which students put into practice the theory associated with the different types of vases and laces used to prepare a flower arrangements. Includes the appropriate base rate place to stand. Student draws up different styles of vases and bows.

**FLOR 301 Natural and Artificial Flowers****2.5 credits**

In this course students are introduced to the theory related to the different types of natural and artificial flowers on the market. We discuss the care and treatment of the flowers; familiarity with them, as working with different styles of flowers. Name of exotic flowers, their uses, and foreign tropical flowers, good use of foliage and flowers in the market.

**LFLO 301 Laboratory of Natural and Artificial Flowers****2 credits**

This is a complementary laboratory course to FLOR 301 in which students put into practice the theory associated with the different arrangements of the type or style of flower or material. Arranging flowers in different styles. Arranging exotic simple.

**FLOR 401 Chaplets and Exotic Flower Arrangements****2.5 credits**

Design principles of the making flowers arrangements and wreaths for funerals. Different styles of crowns, "casqueta". Material to be used. Price, quality, elegance and good manage. Arrangements by location to be placed to stand. Flowers, bows and appropriate foliage. Tapes, frost and appropriate messages. Mention of the different styles of flowers and foliage that are considered exotic.

**LFLO 401 Laboratory of Chaplets and Exotic Flower Arrangements****2 credits**

This is a complementary laboratory course to FLOR 401 in which students will apply the theory associated with the different funeral arrangements according to the location, appropriate flowers and ribbons. Also develop activities where students can develop to make security arrangements using exotic free creativity and originality.

**FLOR 501 Bridal Arrangements****2.5 credits**

Principles in designing and making wedding arrangements. Different styles of arrangements. Material to be used. Price, quality, elegance, and good management. Arrangements by place to stand. Flowers, bows and appropriate foliage.

**LFLO501 Laboratory of Bridal Arrangements****2 credits**

In this FLOR 501 complementary laboratory course the students put into practice the theory associated with different arrangements for weddings according to the location spaces, appropriate flowers and

ribbons. Also develop activities related to the preparation of tiara, gees, baskets, albums, corsages, almond-squares, arrangements of tables. Decoration knives, video boxes, etc. with infection of invitations and everything related to a wedding.

**FLOR 601 Decoration of Businesses and Activities Locations**

**2.5 credits**

Materials to be used depending on the location spaces. Different styles of decoration benches, tables, decks, gardens, chairs, windows, columns, swings, levees, equipment, etc. Flowers, bases, foliage, adhesive tapes. Local selection according to the activity. The student will know, understand, and apply the steps and format to make an estimate, quote and invoice.

**LFLO 601 Laboratory of Decorations of Business and Activities Locations**

**2 credits**

Practice in the use of materials and tools. Commercial decoration according to the holiday season and the taste of the client. Practice making benches, tables, platforms, chairs, gardens, windows, levees, etc.

**COURSE DESCRIPTIONS - UPHOLSTERY TECHNICIAN**

**TAPI 101 History and Description of the Occupation**

**2.5 credits**

Students will receive an introduction to what is and has been the upholstery occupation: familiarization with the various types of upholstery jobs, comparisons, designs, equipment, tools and occupational practice. A description from the occupational point of view of the significance of being a good professional upholsterer, the conditions under which they work and the type of positions that the graduate can choose.

**LTAP 101 Pieces Laboratory**

**2 credits**

In this course students will learn the different types of upholstery cushions, seats, chairs, different types of measures and tailoring. Learn the skills and techniques of sewing and become familiar with the sewing machine.

**TAPI 201 Upholstery Cushions, Seats and Backs**

**2.5 credits**

In this course students will learn the theory and techniques required for different types of upholstered cushions, seats and backs. Students will develop their knowledge, skills estimated, disassemble, select appropriate materials and tools, act and use patterns in different styles of furniture. The emphasis is on the selection of the appropriate cloth or leather for each type of piece.

**LTAP 202 Laboratory of Cushions, Seats and Backs**

**2 Credits**

In a complementary course to TAPI 201 students to put into practice the theory associated with the various techniques of upholstered cushions, seats, and backs for the type of piece. The student will practice cutting fabrics or leather, clothing and assembling materials in different styles of cushioned seats and backs. The student must also take action, dismantle, cut, draw, sew and assemble seats and backs.

**TAPI 301 Upholstery of Furniture I**

**2.5 Credits**

In this course students will learn different skills, sewing techniques, disassemble, assemble, tighten and tablets for different furniture.

**LTAP 301 Laboratory of Upholstery of Furniture I**

**2 credits**

In a complementary course to TAPI 301 students put theory into practice various techniques associated with various types of upholstered furniture. The student will practice cutting fabrics or leather, clothing



and padded mounting material in different styles of furniture. The student must also take action, dismantle, cut, draw, sew and assemble furniture in different styles.

**TAPI 401 Auto Upholstery**

**2.5 credits**

This is a theoretical course in which students develop knowledge and skills to upholster car seats and dashboards using fabrics and leathers. This includes the selection of fabrics or hides, additional materials, appropriate tools and construct patterns take action if necessary.

**LTAP 401 Auto Upholstery Laboratory**

**2 credits**

In a complementary course to TAPI4301 where students put into practice the theory associated with the various techniques and panels upholstered car seats. The student will practice cutting fabrics or leather, clothing and mounting material in different styles of cushioned seats. The student must also act, dismantle, cut, draw, sew and assemble in different styles of seats.

**TAPI 501 Upholstery of Furniture II**

**2.5 credits**

Second in a sequence of two courses in which the student takes different skills, sewing techniques, disassemble, assemble, tighten and tablets for different furniture a bit more elaborate.

**LTAP 501 Laboratory of Upholstery of Furniture II**

**2 credits**

In a complementary course to TAPI 501 students put theory into practice various techniques associated with various types of more elaborate upholstered furniture. The student must also take action, dismantling, cutting, drawing, sewing and assembling in different styles of furniture in general; sofa, "love seat", and different styles of more elaborate reclining seats and backseats.

**TAPI 601 Human Relations**

**2.5 credits**

In this course the student will know, understand and apply the basic principles of human coexistence rules, professional ethics, clothing, vocabulary and appropriate behavior for handling medical office or any business activity.

**TAPI 602 Business Development Workshop**

**2.5 credits**

Introductory course to the establishment and management of small businesses in Puerto Rico. It includes the theory related to the opening (concept) and space requirements, employment permits, etc. It also covers topics related to marketing, operations, accounting and development options (growth) of the company.

**COURSE DESCRIPTIONS - ESTHETICS**

**HIDO 101 History and Description of the Beauty Occupations**

**75 Hours**

Students will receive an introduction to what is and has been the care of hair, nails and skin: familiarization with the various types of cosmetics, comparisons, equipment, materials and occupational practice. A description from the employment perspective of what it means to be a beauty specialist, barber or nail technician, the conditions under which they work and the type of positions that you can choose.

**DEEM 102 Business Development Workshop**

**75 Hours**

Introductory course to the establishment and management of a small business in Puerto Rico. It includes the theory related to the opening (concept), space requirements, employment permits, etc. It also covers topics related to marketing, operations, accounting, and development options (growth) of the

company.

**BAES 201 Bacteriology, Sanitation and Sterilization**

**75 Hours**

The participant will study the bacteria and the means of transmission of diseases that are common in the field of beauty. We review the correct methods to be used in hygiene and sanitation techniques in the beauty industry, preparation of disinfectant solutions and sterilization of tools.

**LBAE 201 Laboratory of Bacteriology, Sanitation and Sterilization**

**75 Hours**

The student will practice methods of preventing the transmission of diseases related to common bacteria in the beauty industry. The student is exposed to details in the correct methods used to ensure proper hygiene and sanitary conditions that apply to the work area. The student will learn how to prepare and how to apply sanitizing solution to sanitize and properly care for the equipment.

**ANAT 201 Anatomy**

**75 Hours**

We study the structure of the body, its features, functions, exposure and emphasizes the study of diseases, causes, injuries and how they affect the cosmetic processes. Attention is given to the allergy and its effects on the person.

**CHEM 301 Composition of Cosmetics Products**

**75 Hours**

We study the design, materials, and chemical composition of cosmetic products. We define the correct application according to customer needs. Become familiar with a significant number of cosmetics.

**ELEC 400 Electrotherapy Cosmetics**

**75 Hours**

The student is related to the techniques used in electrotherapy and become familiar with the equipment and cosmetics used.

**ESTE 401 Esthetic Machines and Devices**

**75 Hours**

The student practices techniques and implements used in the esthetic treatments using appropriate machines and cosmetics and its usefulness in conditions that allow you to develop the skills necessary for esthetic services.

**ESTE 501 Skin Analysis, Properties and Disorders**

**75 Hours**

We study the skin, its composition, function and features. The emphasis is in the study of diseases, causes, injuries and other conditions. Attention is given to allergies and its effects on the person.

**ESTE 502 Facial and Body Hair Removing**

**75 Hours**

The participant will use their knowledge of hair structure acquired in the course to develop the skills necessary to properly apply various types of depilatory techniques.

**ESTE 601 Facial and Body Manipulations (Massage)**

**75 Hours**

The student studies the theory and acquire the knowledge necessary to apply facial and body massage, the right moves, precision and finesse needed to be effective. Facial and body massage is one of the main elements of the esthetic services.

**LEST 601 Laboratory Facial and Body Manipulations (Massages)**

**75 Hours**

This is a course complementary to the Facial and Body Manipulations class in which the student practice the theory learned by applying facials, making right moves, practice and uses the delicate precision

necessary to be effective.

**ESTE 701 Deep Cleaning and Extirpation**

**75 Hours**

This course provides the theory necessary for the student can then develop appropriate skills and techniques used in the skin-deep cleaning through exercise and continuous practice. The student will learn and practice the correct sequence used in the deep cleaning and removal of imperfections.

**LEST 701 Laboratory of Deep Cleaning and Extirpation**

**75 Hours**

Provides experiences necessary for the development of appropriate skills and techniques through practical exercises deep cleansing. Students practice, apply techniques and correct sequences in deep cleaning and extirpations.

**ESTE 801 Skin Treatments - Facial and Body**

**75 Hours**

The student study the theory related to the application of skin treatments based on their composition, function and features. Emphasis is given to disorder treatments, causes, injuries and other conditions and their esthetic. Special attention is given to the precautions to be taken in the care and beauty treatments.

**LSTE 801 Laboratory of Skin Treatments - Facial and Body**

**75 Hours**

Implementation and application of basic skills and correct procedures in esthetic treatments of facial and body skin to improve its appearance. Enforcement of esthetic alternatives to reduce marks on the skin using cosmetic products that help increase the elasticity. Application of invigorating treatments that provide a healthy esthetic appearance of the face and body of the client according to individual need.

**ESTE 901 Professional Makeup**

**75 Hours**

Makeup theoretical course that instructs the student in professional makeup techniques and products suitable for each case.

**LEST 901 Professional Makeup Lab**

**75 Hours**

The participant practiced various makeup techniques, use the right products and develop the skills in applying it professionally.

**COURSE DESCRIPTIONS - COSMETOLOGY**

**HIDO 101 History and Description of the Beauty Occupation**

**2 Credits-Hours**

Students will receive an introduction to what is and has been the care of hair, nails and skin: familiarization with the various types of cosmetics, comparisons, equipment, materials and occupational practice. A description from the employment perspective of what it means to be a beauty specialist, barber or nail technician, the conditions under which they work and the type of positions that you can choose.

**DEEM 102 Business Development Workshop**

**2 Credit-Hours**

Introductory course to the establishment and management of a small business in Puerto Rico. It includes the theory related to the opening (concept), space requirements, employment permits, etc. It also covers topics related to marketing, operations, accounting, and development options (growth) of the company.

**BAES 201 Bacteriology, Sanitation and Sterilization with Lab** **2 Credit-Hours**

The participant will study the bacteria and the means of transmission of diseases that are common in the field of beauty. We review and practice the correct methods to be used in hygiene and sanitation techniques in the beauty industry, preparation of disinfectant solutions and sterilization of tools.

**ANAT 201 Anatomy** **2 Credit-Hours**

We study the structure of the body, its features, functions, exposure and emphasizes the study of diseases, causes, injuries and how they affect the cosmetic processes. Attention is given to the allergy and its effects on the person.

**COSM301 The Hair, It Cares and Treatments** **1 Credit-Hour**

We study the nature of hair growth and regeneration process. We review methods for preserving the health of hair and scalp conditions, applying shampoo, creams, massages, warm hats, plastic-heat generating and treatments for dry or oily hairs.

**LCOS 301 Laboratory of the Hair, It Cares and Treatments** **3 Credit-Hours**

Laboratory course that complements the course COSM601 in which the student develops the skills required for the treatment of scalp and hair.

**QUIM 301 Composition of Cosmetics Products** **2 Credit-Hours**

We study the design, materials and chemical composition of cosmetic products. We define the correct application according to customer needs. Become familiar with a significant number of cosmetics.

**COSM 401 Hair Bleaching and Coloring** **2 Credit-Hours**

The student will study the various types of chemicals to take off and to dye the hair. Study the correct methods used to ensure proper and uniform color. The student will learn how to prepare mixtures of primary colors to achieve the desired color tone and apply it appropriately.

**COSM 501 Manicure & Pedicure** **1 Credit-Hour**

Analysis of the types of nails, the shape of fingers and hand. We review the equipment and materials used in manicure and pedicure and proper applications. We review diseases, treatments, techniques and skills development for an adequate and satisfactory nail service.

**LCOS 501 Laboratory of Manicure & Pedicure** **3 Credit-Hours**

In this laboratory course, the student will develop skills in manicure and pedicure through the use of appropriate equipment and materials. It fosters extensive practice with different types of nails and variety of services.

**COSM 601 Facials and Makeup** **1 Credit-Hour**

During this unit, the participant will learn the theory related to modern techniques used in skin analysis, makeup and des-makeup, facial stimulation, treatments and masks. We study, hydration, creams and masks. Student also will learn about applying makeup by category, face shape and skin.

**LCOS 601 Laboratory of Facials and Makeup** **3 Credit-Hours**

This is a laboratory course complements the course COSM 501 in which the students will have the opportunity to practice skills in facial and makeup applications and to develop skills for their correct application.

**COSM 701 Hairstyles, Relaxers and Ripples****1 Credit-Hour**

In this course the student will study designs of different hairstyles techniques accord to the customer needs. We study long hair hairstyles, short and asymmetrical lines, types of relaxer and ripples. The proper use of the dryer and curling tongs are emphasized. Also included techniques in curly or waving and straightening the hair.

**LCOS 701 Laboratory of Hairstyles, Relaxers and Ripples****3 Credit-Hours**

Skills are developed through the practice of creating different hairstyles using hand dryers and curling tools and chemicals. Skills are practiced in creating curls, relaxers and ripples using appropriate tools for a complete service.

**COSM 801 Haircutting****1 Credit-Hour**

We describe the basic techniques of hair cutting. Identifies the tools, their care and applications. Study and practical demonstrations of various hair cutting techniques. Techniques and styles discussed are for ladies.

**LCOS 801 Laboratory of Haircutting****3 Credit-Hours**

Correct techniques are practiced in cutting hair to develop the skills necessary to service customers according to the type of hair and the requirements of each customer.

**COSM 901 Preparatory Course for the Board Examinations****2 Credit-Hours**

It prepares the student to take and pass the bar examinations (theoretical and practical). We review the important elements of licensing and the student is trained in the correct techniques to answer the theoretical exams and perform in the practical one. It assists the student in the process of applying for the exam.

**LCOS 901 Clinical Laboratory****2 Credit-Hours**

Application of knowledge and skills acquired under actual professional service. It develops the sense and skill necessary for the practice of the profession from the perspective of the owner of a beauty salon or its employees.

**COURSE DESCRIPTIONS – BARBERING AND HAIRSTYLING****HIDO 101 History and Description of the Beauty Occupations****2.0 credits****Hours**

Students will receive an introduction to what is and has been the care of hair, nails and skin: familiarization with the various types of cosmetics, comparisons, equipment, materials and occupational practice. A description from the employment perspective of what it means to be a beauty specialist, barber or nail technician, the conditions under which they work and the type of positions that you can choose.

**DEEM 102 Business Development Workshop****2.0 credits**

Introductory course to the establishment and management of a small business in Puerto Rico. It includes the theory related to the opening (concept), space requirements, employment permits, etc. It also covers topics related to marketing, operations, accounting, and development options (growth) of the company.

**BAES 201 Bacteriology, Sanitation and Sterilization with Lab****2.0 credits**

The participant will study the bacteria and the means of transmission of diseases that are common in the field of beauty. We review the correct methods to be used in hygiene and sanitation techniques in the beauty industry, preparation of disinfectant solutions and sterilization of tools.

**ANAT 201 Anatomy****2.0 credits**

We study the structure of the body, its features, functions, exposure and emphasizes the study of diseases, causes, injuries and how they affect the cosmetic processes. Attention is given to the allergy and its effects on the person.

**COSM 301 The Hair, It Cares and Treatments****1.0 credit**

We study the nature of hair growth and regeneration process. We review methods for preserving the health of hair and scalp conditions, applying shampoo, creams, massages, warmhats, plastic-heat generating and treatments for dry or oily hair.

**LCOS 301 Laboratory of the Hair, It Cares and Treatments****3.0 credits**

Laboratory course that complements the course COSM601 in which the student develops the skills required for the treatment of scalp and hair.

**QUIM 301 Composition of Cosmetics Products****1.0 credit**

We study the design, materials, and chemical composition of cosmetic products. We define the correct application according to customer needs. Become familiar with a significant number of cosmetics.

**COSM 401 Hair Bleaching and Coloring****3.0 credits**

The student will study the various types of chemicals to take off and to dye the hair. Study the correct methods used to ensure proper and uniform color. The student will learn how to prepare mixtures of primary colors to achieve the desired color tone and apply it appropriately.

**BARB 501 Manicure, Manipulations and Skin Care****1.0 credit**

Analysis of the types of nails, the shape of fingers and hand. We review the equipment and materials used in manicuring and skin care in general. We study the proper procedures for hand manipulations. We review diseases, treatments, techniques and skills needed for an adequate and satisfactory service.

**LBAR 501 Laboratory of Manicure, Manipulations and Skin Care****3.0 credits**

In this laboratory the student develop skills in offering manicure, massage and skin care in men through the use of appropriate equipment and materials. It fosters extensive practice with different types of services.

**BARB 601 Shaving and Facial Treatments****1.0 credit**

During this unit the participant will learn and use modern techniques of shaving, skin analysis and treatments. We study the face cleaning, hydration and facial creams.

**LBAR 601 Laboratory of Shaving and Facials Treatments****3.0 credits**

This is a laboratory course complements the course BARB 501 in which the students the opportunity to practice the skills and knowledge of shaving and applying facials to develop the skills necessary for their correct application.

**BARB 701 Haircuts and Hairstyles for Men****1.0 credit**

We study the basic techniques of cutting hair in different styles according to customer needs. We study hairstyles short hair, long and asymmetrical lines. Proper use of the cutting machine and dryer (blower). Also included techniques curly hair waving and straightening.

**LBAR 701 Laboratory of Haircuts and Hairstyles for Men****3.0 credits**

Skills are developed through the practice of creating different styles of haircuts and hairstyles using hair the cutting machine, scissors and hand dryer. Skills are practiced in creating curls, relaxers and ripples using appropriate tools for this service.

**BARB 801 Advanced Hairstyles for Men****1.0 credit**

Advanced techniques in hair cuttings are described. Students learn about the cutting of hair tools, their care and appropriate use. The study and practical demonstrations of various advanced haircutting techniques are included. Techniques discussed are for men and children.

**LBAR 801 Laboratory of Advanced Hairstyles for Men****3.0 credits**

Advanced techniques are practiced in cutting hair and the right to develop the skills necessary to service customers according to the type of hair and the requirements of each customer.

**BARB 901 Preparatory Course for the Board Examinations****2.0 credits**

It prepares the student to take and pass the board examinations (theoretical and practical). We review the important elements of licensing and trains and assists the student in the correct techniques to answer the theoretical exam. It assists the student in the process of applying for the exam. The class ends with a simulation of the practical exam.

**LCOS 901 Clinical Laboratory****2.0 credits**

Application of knowledge and skills acquired under actual conditions of an existing barber shop. It develops the sense and skill necessary for the practice of the profession from the perspective of the barbershop owner or its employees.

**COURSE DESCRIPTIONS – NAIL TECHNOLOGY****HIDO 101 History and Description of the Beauty Occupation****2.0 credits**

Students will receive an introduction to what is and has been the care of hair, nails and skin: familiarization with the various types of cosmetics, comparisons, equipment, materials and occupational practice. A description from the employment perspective of what it means to be a beauty specialist, barber or nail technician, the conditions under which they work and the type of positions that you can choose.

**DEEM 102 Business Development Workshop****2.0 credits**

Introductory course to the establishment and management of a small business in Puerto Rico. It includes the theory related to the opening (concept), space requirements, employment permits, etc. It also covers topics related to marketing, operations, accounting, and development options (growth) of the company.

**BAES 201 Bacteriology, Sanitation and Sterilization****1.0 credit**

The participant will study the bacteria and the means of transmission of diseases that are common in the field of beauty. We review the correct methods to be used in hygiene and sanitation techniques in

the beauty industry, preparation of disinfectant solutions and sterilization of tools.

**LBAE 201 Laboratory of Bacteriology, Sanitation and Sterilization**

**3.0 credits**

The student will practice methods of preventing the transmission of diseases related to common bacteria in the beauty industry. The student is exposed to details in the correct methods used to ensure proper hygiene and sanitary conditions that apply to the work area. The student will learn how to prepare and how to apply sanitizing solution to sanitize and properly care for the equipment.

**ANAT 201 Anatomy**

**2.0 credits**

We study the structure of the body, its features, functions, exposure and emphasizes the study of diseases, causes, injuries and how they affect the cosmetic processes. Attention is given to the allergies and its effects on the person.

**CHEM 301 Composition of Cosmetics Products**

**2.0 credits**

We study the design, materials and chemical composition of cosmetic products. We define the correct application according to customer needs. Students become familiar with a significant number of cosmetics.

**COSM 501 Manicure & Pedicure**

**1.0 credit**

The student studies and develops skills to apply basic manicure processes, the use of oil and lanolin, as nail shaping, grinding and polishing process, restructuring, attention to special conditions of the nail disease and treatment to be used in each case, the correct processes of massage to be used in certain situations.

**LCOS 501 Laboratory of Manicure & Pedicure**

**3.0 credits**

Complementary laboratory course to course 701 in MAUN that provides students the skills necessary for cleaning and polishing natural and artificial nails. Attention is given to customer responsiveness.

**MAUN 801 Application Techniques - Acrylic Nails**

**1.0 credit**

During this course, students learn and practice the application of artificial acrylic nails, their cares, design and maintenance.

**LMAU 801 Laboratory of Application Techniques - Acrylic Nails**

**3.0 credits**

Laboratory course that complements the course MAUN 801 in which students learn and practice the application of artificial acrylic nails, their care, design and maintenance. It includes techniques for filling and repairing nails.

**MAUN 901 Application Techniques – Gel, Sculptured and Fantasy Nails**

**1.0 credit**

During this course students learn and practice the application of gel and sculptured nails and how to care them. Emphasis is in the design and application.

**LMAU 901 Laboratory of Application Techniques – Gel, Sculptured and Fantasy Nails**

**3.0 credits**

Laboratory course that complement the course MAUN 901 in which students learn and practice the application of gel and sculptured nails. It includes the care, design and maintenance.



## **FORMAT, METHODOLOGY AND EVALUATION CRITERIA FOR EACH OF THE PROGRAMS OFFERED BY THE INSTITUTION**

Course Format – Blended (some activities are “face-to-face” (labs) and others using distance education

1. Readings
- 2- Labs
3. Demonstration of practical techniques
4. Audiovisual materials
5. Worksheets practices and theories verification
6. Illustrations
7. Practical assessments and “hand-outs” discussions

### **Evaluation Procedures**

1. Examinations in theory and in practical subjects
2. Laboratories
3. Final exam
4. Special Projects

## DISCLOSURES OF GRADUATE, PLACEMENT RATES, MEDIAN DEBT OF COMPLETERS AND INFORMATION RELATED TO OCUPATIONS

### Diploma - Basic Sewing

Tuition	\$6,650
Fees	\$55
Books and instructional materials	\$215
Median Federal Loan Debt	\$0
Median Private Loan Debt	\$0
Median Institutional Loan Debt	\$350
On-Time Completion Rate	63%
Job-Placement Rate	80%
Links to Occupational Profiles on O*Net	
SOC: 51-6031.00	Sewing Machine Operators
SOC: 49-9093.00	Fabric Menders
SOC: 51-6052.00	Taylor Dressmakers and Custom Sewers

### Diploma – Commercial Florist

Tuition	\$6,650
Fees	\$55
Books and instructional materials	\$195
Median Federal Loan Debt	\$0
Median Private Loan Debt	\$0
Median Institutional Loan Debt	\$350
On-Time Completion Rate	94%
Job-Placement Rate	80%
Links to Occupational Profiles on O*Net	
SOC:27-1023.00	Floral Designers
SOC:11-9013.00	Nursery and Green House Managers
SOC: 41-1011.00	First-Line Supervisors of Retail Stores Workers

### Certificate – Upholstery Technician

Tuition	\$6,650
Fees	\$55
Books and instructional materials	\$262
Median Federal Loan Debt	\$0
Median Private Loan Debt	\$0
Median Institutional Loan Debt	\$400
On-Time Completion Rate	89%
Job-Placement Rate	69%
Links to Occupational Profiles on O*Net	
SOC: 51-6093.00	Upholsterers
SOC: 25-1194.00	Voc Ed Teachers - Postsecondary
SOC: 41-3099.00	Sales Representatives

### Diploma – Fashion Design and Dressmaking

Tuition	\$10,500
Fees	\$55

Books and instructional materials	\$255
Median Federal Loan Debt	\$0
Median Private Loan Debt	\$0
Median Institutional Loan Debt	\$325
On-Time Completion Rate	100%
Job-Placement Rate	67%
Links to Occupational Profiles on O*Net	
SOC:27-1022.00	Fashion Designers
SOC:41-9012.00	Models
SOC: 51-6092.00	Fabric and Apparels Patternmakers

#### **Diploma – Fashion Design and Haute Couture**

Tuition	\$10,500
Fees	\$55
Books and instructional materials	\$270
Median Federal Loan Debt	\$0
Median Private Loan Debt	\$0
Median Institutional Loan Debt	\$325
On-Time Completion Rate	NE
Job-Placement Rate	NG

Links to Occupational Profiles on O\*Net

SOC:27-1022.00 Fashion Designers

SOC:41-9012.00 Models

SOC: 51-6092.00 Fabric and Apparels Patternmakers

\* No enrolled and or graduated students during the Academic Year 2019-2020

#### **Certificate – Cosmetology**

Tuition	\$9,975
Fees	\$55
Book and instructional materials	\$290
Median Federal Loan Debt	\$0
Median Private Loan Debt	\$0
Median Institutional Loan Debt	\$650
On-Time Completion Rate	50%
Job-Placement Rate	100%

Links to Occupational Profiles on O\*Net

SOC: 39-5012.00 Hairdressers, Hairstylists and Cosmetologists

SOC: 39-5011.00 Barbers

SOC: 39-5092.00 Manicurists and Pedicurists

#### **Diploma – Barbering and Hairstyling**

Tuition	\$9,975
Fees	\$55
Book and instructional materials	\$306
Median Federal Loan Debt	\$0
Median Private Loan Debt	\$0
Median Institutional Loan Debt	\$650
On-Time Completion Rate	NE

Job-Placement Rate NG  
 Links to Occupational Profiles on O\*Net  
 SOC: 39-5012.00 Hairdressers, Hairstylists and Cosmetologists  
 SOC: 39-5011.00 Barbers  
 SOC: 39-5092.00 Manicurists and Pedicurists  
 \* NE= No Enrollment, NG = No graduates during the Academic Year 2019-2020

#### **Certificate –Esthetics**

Tuition \$9,975  
 Fees \$55  
 Book \$505  
 Median Federal Loan Debt \$0  
 Median Private Loan Debt \$0  
 Median Institutional Loan Debt \$700  
 On-Time Completion Rate NE  
 Job-Placement Rate NG

Links to Occupational Profiles on O\*Net  
 SOC: 39-5094.00 Skin Care Specialists  
 SOC: 25-1194.00 VocEduc Teachers, Postsecondary  
 \* NE= No Enrollment, NG = No graduates during the Academic Year 2019-2020

#### **Diploma –Nail Technology**

Tuition \$6,650  
 Fees \$55  
 Book \$246  
 Median Federal Loan Debt \$0  
 Median Private Loan Debt \$0  
 Median Institutional Loan Debt \$250  
 On-Time Completion Rate NE\*  
 Job-Placement Rate NG\*

Links to Occupational Profiles on O\*Net  
 SOC: 39-5094.00 Skin Care Specialists  
 SOC: 39-5091.00 Skin Care Specialists  
 SOC: 39-5092.00 Manicurists and Pedicurists  
 \*NE= No students enrolled during the Academic Year 2019-2020.

Notes: 1 – Tuition, fees and textbook costs are current as of July 1, 2020 and represent estimated costs for students completing the program “on-time”; 2 – “Median Federal Loan Debt” is the median value of total debt from federal student loans for students completing the program in the 2019-2020 award year; 3 – “Median Private Loan Debt” is the median value of total debt from private loan sources for students completing the program in the 2019-2020 award year; 4 – “Median Institutional Loan Debt” is the median value of total debt from institutional financing plans for students completing the program in the 2019-2020 award year; 5 – the “On-Time Completion Rate” reflects the percentage of students completing the program in 2019-2019 who did so within the normal program length; 6 – Job placement rate calculated for 2019-2020 program graduates using the method established by the Accrediting Commission of Career Schools and Colleges (ACCSC – [www.accsc.org](http://www.accsc.org)); 7 – O\*Net is the U.S. Department of Labor’s database for job titles and information related to employment in specific career fields. The occupations listed in the table above result from entering the program’s CIP (Classification of Instructional Programs) Code into the O\*Net Crosswalk at <http://www.onetonline.org/crosswalk/>. Values of “n/e” appear for new programs that had no graduates in 2019-2020.

## ACADEMIC CALENDAR – START DATES

### APROX ACADEMIC SESSIONS OR MODULES

11 February 2020	03 April 2020
07 April 2020	30 May 2020
02 June 2020	24 July 2020
28 July 2020	18 Sept 2020
22 Sept 2020	14 November 2020
17 November 2020	05 February 2021
09 February 2021	02 April 2021
06 April 2021	28 May 2021
01 June 2021	23 July 2021
27 July 2021	17 Sept 2021
21 Sept 2021	13 November 2021
16 November 2021	04 February 2022

# CALENDARIO PUERTO RICO AÑO 2020

Enero						
L	M	M	J	V	S	D
1			1	2	3	4
2	6	7	8	9	10	11
3	13	14	15	16	17	18
4	20	21	22	23	24	25
5	27	28	29	30	31	

Febrero						
L	M	M	J	V	S	D
5					1	2
6	3	4	5	6	7	8
7	10	11	12	13	14	15
8	17	18	19	20	21	22
9	24	25	26	27	28	29

Marzo						
L	M	M	J	V	S	D
9						1
10	2	3	4	5	6	7
11	9	10	11	12	13	14
12	16	17	18	19	20	21
13	23	24	25	26	27	28
14	30	31				

Abril						
L	M	M	J	V	S	D
14			1	2	3	4
15	6	7	8	9	10	11
16	13	14	15	16	17	18
17	20	21	22	23	24	25
18	27	28	29	30		

Mayo						
L	M	M	J	V	S	D
18				1	2	3
19	4	5	6	7	8	9
20	11	12	13	14	15	16
21	18	19	20	21	22	23
22	25	26	27	28	29	30
						31

Junio						
L	M	M	J	V	S	D
23	1	2	3	4	5	6
24	8	9	10	11	12	13
25	15	16	17	18	19	20
26	22	23	24	25	26	27
27	29	30				

Julio						
L	M	M	J	V	S	D
27			1	2	3	4
28	6	7	8	9	10	11
29	13	14	15	16	17	18
30	20	21	22	23	24	25
31	27	28	29	30	31	

Agosto						
L	M	M	J	V	S	D
31					1	2
32	3	4	5	6	7	8
33	10	11	12	13	14	15
34	17	18	19	20	21	22
35	24	25	26	27	28	29
36	31					

Septiembre						
L	M	M	J	V	S	D
36			1	2	3	4
37	7	8	9	10	11	12
38	14	15	16	17	18	19
39	21	22	23	24	25	26
40	28	29	30			

Octubre						
L	M	M	J	V	S	D
40			1	2	3	4
41	5	6	7	8	9	10
42	12	13	14	15	16	17
43	19	20	21	22	23	24
44	26	27	28	29	30	31

Noviembre						
L	M	M	J	V	S	D
44						1
45	2	3	4	5	6	7
46	9	10	11	12	13	14
47	16	17	18	19	20	21
48	23	24	25	26	27	28
49	30					

Diciembre						
L	M	M	J	V	S	D
49			1	2	3	4
50	7	8	9	10	11	12
51	14	15	16	17	18	19
52	21	22	23	24	25	26
53	28	29	30	31		

## Feriados 2020

**Miércoles 1 de Enero:** Año Nuevo

**Lunes 6 de Enero:** Día de Reyes

**Lunes 20 de Enero:** Natalicio de Martin Luther King, Jr.

**Martes 18 de Febrero:** Natalicio de George Washington

**Domingo 22 de Marzo:** Día de la Abolición de Esclavitud

**Viernes 10 de Abril:** Viernes Santo

**Lunes 25 de Mayo:** Día de la Conmemoración de los Muertos de la Guerra

**Sábado 4 de Julio:** Día de la Independencia de los Estados Unidos

**Sábado 25 de Julio:** Día de la Constitución de Puerto Rico

**Lunes 7 de Septiembre:** Día del Trabajo

**Lunes 12 de Octubre:** Día de Colón y Día de la Raza

**Miércoles 11 de Noviembre:** Día del Veterano

**Jueves 19 de Noviembre:** Día del Descubrimiento de Puerto Rico

**Jueves 26 de Noviembre:** Día de Acción de Gracias

**Jueves 24 de Diciembre:** Noche Buena

**Viernes 25 de Diciembre:** Navidad

**Jueves 31 de Diciembre:** Noche Vieja

## **GENERAL RULES OF CONDUCT**

Uniforms: In program with assigned uniforms, students are required to wear uniforms to attend classes.

Equipment: The student must have and bring their complete “equipment” every day at the institution.

Books and other educational materials: Students should bring their books and educational materials to class daily.

Attendance and Punctuality:

- All students must report daily to class on time.
- In case of absence the student will be responsible for consulting with their instructors and / or peers about the discussed material during the absence to replace it upon return. The hours could have to be replaced according to the policies of the institution.
- Students should not leave the facilities of the institution during school hours.

Rules of Conduct:

The student all time must:

1. Keep the work area tidy and clean before leaving the Institution.
2. Return the loan equipment.
3. Place residual materials in disposable containers destined for it.
4. Beauty programs - Sterilize their equipment before and after use.
5. Avoid gatherings in the classroom.
6. Not leave the room or Lab without permission from the instructor or walk around during school hours.
7. Recognize the values and skills of both you and your colleagues
8. Inform the instructor, counselor or to the Academic Director any problems or suggestions regarding the institution or school. Use the suggestion box.
9. Use appropriate vocabulary and talking tones.
10. Fulfill the tasks assigned by the instructor with the appropriate responsibility.
11. Make payments on time and / or when required.
12. Assume responsibility for the use and good handling of the equipment.

13. Help their peers to be prudent to avoid accidents.
14. The Institution is not responsible for lost or damaged equipment of students.
15. Do not allow entry of children in classrooms. All models (beauty programs) must have over 12 years and less than 21 must be accompanied by an adult. When the work is finished, models must leave the classroom or Lab.
16. Cannot delegate tasks or duties assigned by the instructors to other students.
17. Respect the property of the institution such as desks, files, shelves, desks, etc.
18. We do not allow student access without authorization to the office unless it is for the delivery of a document or a meeting.
19. Students who observe negative attitude and behavior and that violate the rules of the institution will be referred to the Counseling Office who shall take appropriate measures to the situation or refer to a Discipline Committee who will determine the final or partial suspension of the program. If suspended, students may apply for readmission in accordance with established standards.
20. The documents released to the institution shall become its property and therefore will not be returned.
21. Students will be excused for use the uniform only on the days designated as a casual day.
22. The institution will provide in writing information regarding the measures, sanctions or decisions taken in case of indiscipline or lack of compliance with institutional rules.
23. Consecutive absences and tardiness will be referred to the Counselor after 3 absences or tardiness. Any student who has 7 consecutive absences will be administrative withdraw.
24. MYTECH does not allow unauthorized sales by the institution.
25. It is prohibiting the use, possession, sale or distribution of controlled substances (drugs) and alcohol within the institution or during the execution of any activity sponsored by the institution, both within and outside the facilities.
26. It prohibits the consumption of food in the classrooms.

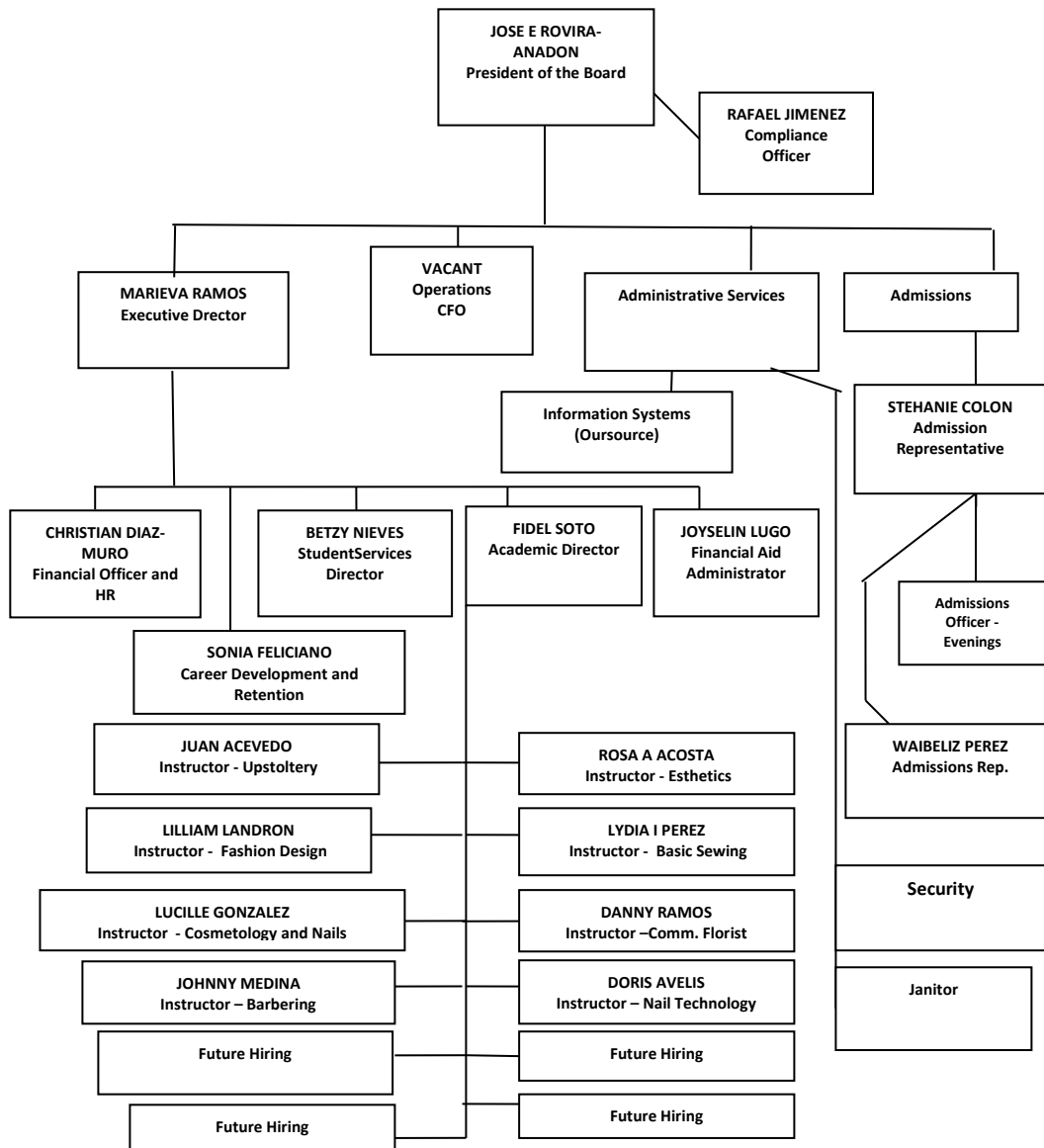
Mayaguez Institute of Technology reserves the right to expel, suspend or refuse to accept, at any time, a student who does not meet the standards of conduct of the institution, as published in this catalog.

"I certify that all the information published in this Catalog is correct and that students, faculty and staff members have access to an electronic copy ([www.mayaguezinstituteoftechnology.com](http://www.mayaguezinstituteoftechnology.com)) or by requesting a printed copy"

*José R. Rouira-Anadón*  
President



## ORGANIZATIONAL CHART



## LABORATORY EQUIPMENT

PROGRAM	AREA	ROOM	CAPACITY	EQUIPMENT IN THE ROOM
Upholstery	23 x 25	001	12	"Walking Foot" sewing machines, Industrial sewing machines, Workshop tables (4x8), Upholstery hand tools, storage cabinets, reference materials (books, illustrations, etc.)
Comm. Florist	21 x 26	002	20	Refrigerator, Workshop tables, chairs, instructor desk, florists' hand tools
Basic Sewing	24 x 10	203	10	Semi-industrial (plain) sewing machines, Domestic Sewing machines, "Merrow" machine, Workshop tables (36 x 72), Fabric cutting table, Mannequins, Iron tables and irons.
Fashion Design and Dressmaking	18 x 26	201	15	Semi-industrial (plain) sewing machines, Domestic Sewing machines, "Merrow" machine, Workshop tables (36 x 72), Fabric cutting table, Mannequins, Iron tables and irons.
Basic Sewing	15 x 25	202	15	Semi-industrial (plain) sewing machines, Domestic Sewing machines, "Merrow" machine, Rll machine, Workshop tables (36 x 72), Fabric cutting table, Mannequins, Iron tables and irons.
Study Room LRC	18 x 26	301	20	Round tables with 8 chairs, desks, bookcases, computers, computer desks and chairs, blackboard, audio-visual equipment.
Fashion Design and Haute Couture	15 x 25	302	20	Sewing machines, whiteboard, instructor desk, chairs, cabinet.
Computer Lab	15 x 25	101	10	Computers, Computer desks, Instructor desk, whiteboards and chairs.
Cosmetology	32 x 13	A001	20	Tables, Whiteboards, Desk, "Shampoo bowls", Workstations, Chairs, Counters", Mirrors, Hair-dryer s
Make-Up and Nails	32 x 9	A002	16	Chairs, Whiteboards, Nail tables with lamps, stools
Esthetics	16 x 13	A003	12	Esthetics stations, facial massage tables, massage chairs, bathroom, Desks with lamps, chairs, Benches, Whiteboards.
Barbering (Classroom)	24x 30	A101	16	Whiteboard, student desks, instructor desk
Barbering (Lab)	24 x 30	A102	16	Barber stations, bathroom, barber chairs, benches, whiteboards.