Office of the Dean for Academic Affairs
Dean: Dr. Denise Rodríguez
Associate Dean: Prof. Edna Gautier Ríos
Associate Dean: Prof. Esther Alemán
The Library: Prof. Félix Báez Neris, Director
Academic Honors Program: Dr. Maritza Reyes Labrador, Coordinator
Admissions: Mrs. Inara Ferrer, Director
Registrar: Mr. Jorge L. Acevedo Gómez
Continuing Education and Professional Studies/University Articulation
Project: Dr. María Esther Peña Suárez, Director
Student Support Services:
Prof. Carmen V. Piñero Collazo, Director
University Talent Search Project: Prof. Olga Berrios, Director
Upward Bound Project: Prof. Miriam Cintrón, Director

The Office of the Dean for Academic Affairs coordinates the academic activities of the departments and the Continuing Education and Professional Studies Division. It is responsible for providing academic support services and for assuring compliance with all academic norms and regulations.

Academic Honors Program
The Academic Honors Program has the objective to provide non-traditional experiences to talented students in order to capacitate them in investigation techniques and prepare them for graduate studies. At the Program, the students enjoy social, cultural and academic activities, different to those traditionally offered to promote independence, leadership and collaborative work. Further, the Program encourages students to volunteer services, contributing to their ulterior growth. It admits students from all the academic programs of the University.

The Program provides counseling and specialized services oriented toward graduate studies and assists in the process of applying for fellowships and admission to graduate programs. Students in the Program have access to a study hall equipped with computers and other technological resources, an extended schedule for the use of library resources and early registration, among other benefits. The Program is a member of the National Collegiate Honors Council.

Admissions Office
The Admissions Office serves all those persons interested in requesting admission to the UPRH, including incoming students who come from public and private high schools and transfer students from institutions of higher education duly accredited by an accrediting agency and/or by the Council on Higher Education. Our service hours are from Monday to Friday, 7:30 AM to 12:00 and 12:30 PM to 4:30 pm.

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Telephone and E-Mail</th>
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<tbody>
<tr>
<td>Inara Ferrer</td>
<td>787-850-9301, <a href="mailto:i_ferrer@webmail.uprh.edu">i_ferrer@webmail.uprh.edu</a></td>
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<tr>
<td>Director</td>
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<td>Elizabeth Gerena</td>
<td>787-850-0000, Ext. 9813 <a href="mailto:c_rivera@webmail.uprh.edu">c_rivera@webmail.uprh.edu</a></td>
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<td>Admissions Official</td>
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<td>Carmen Rivera</td>
<td>787-850-9812, <a href="mailto:c_rivera@webmail.uprh.edu">c_rivera@webmail.uprh.edu</a></td>
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<tr>
<td>Secretary</td>
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Mailing Address:
University of Puerto Rico at Humacao Admissions Office
CUH Station
100 Road 908
Humacao, PR 00791-4300

Continuing Education and Professional Studies Division
The Division of Continuing Education and Professional Studies (DECEP in Spanish) offers academic activities with and without credit to serve the immediate educational, professional improvement and personal needs of UPRH alumni and the community in general. The Division also offers programs and activities designed within a curricular sequence, with and without credit, in order to update and strengthen the knowledge and skills of particular professional groups.

The DECEP’s mission is to provide innovative and high quality academic programs and activities, with and without credit, geared toward facilitating life-long learning. The Division facilitates, guarantees and perpetuates the University of Puerto Rico’s mission of service, its inclusion in the globalization of education, and its contribution to Puerto Rico’s cultural and socio-economic development, addressing efficiently the immediate needs of our external and internal community.

DECEP offers many activities at convenient hours for the following groups: children, adolescents, housewives, university students, professionals, and the community in general. These offerings include:

1. Short Course Program for personal and professional development
2. Workshops, seminars and conferences
3. Certification program for social workers, teachers and other education professionals
4. Training programs designed according to particular needs of organizations, companies, private and public agencies, and particular groups
5. Courses with credit and grade
6. University Articulation Program
7. Medical Continuing Education Program for Health Professionals
8. Sponsor of Continuing Education Program for Tax Form Preparation
9. Curricular and professional training activities

Our service hours are: Monday to Friday, from 8:00 AM to 12:00 and 1:00 PM to 4:30 PM.

Telephone: (787) 850-9376

Library
The University of Puerto Rico at Humacao Library serves students, faculty, researchers and other members of the academic community. It provides resources and services related to the curriculum of the academic programs and the research activities carried out at the University. Its collection comprises 72,619 books and 5,152 magazines in microform, as well as subscriptions to 20 newspapers. The library includes the following areas: Circulation, Reserve, Reference, Magazines and Newspapers and the Puerto Rican Collection. It has individual as well as small-group study areas. Also, the Library lodges the Santiago Iglesias Pantín Worker Documentation Center.

Library services are computerized, and access to the online catalog is available from terminals in various areas of the library, as well as from other locations in the University. The terminals are connected to UPRENET, which has access to library indexes in the different UPR campuses and colleges as well as other resources included in the network. The library offers interlibrary loans, photocopying services, guidance on the use of resources and sponsors conferences and exhibitions.

The library is located in a three-story, 88,00 square feet structure. It has 6 reading areas, over 40 computers, 4 microfiche readers, 11 individual study areas, and 148 cubicles. The library space can accommodate 589 users at any given time.

The library hours extend from 7:30am to 10pm on Monday-Thursday; 7:30am to 4:30pm on Friday; and 9:00am to 1:00pm on Monday-Thursday; 7:30am to 4:30pm on Friday; and 9:00am to 1:00pm on
Saturday. Its Public Services Division includes collections in Reference, Reserve, Circulation, Magazines, PR Collection, and the Santiago Iglesias Pantín Document Center.

The library utilizes the University of Puerto Rico automated service known as Horizon and is connected to diverse forms of Internet access. This information infrastructure facilitates sharing information sources with other UPR systems and with universities worldwide. It also facilitates the lending of resources from one UPR campus to another. Currently, the library is indexing various magazines published in PR using a system known as CONUCO, that may be accessed through the Internet.

The library has a staff of 10 librarians (MLS), 9 auxiliary librarians (BA), 4 secretaries (BA), 1 auxiliary librarian (AD), and approximately 80 student assistants per semester. The professional librarians have professorial status and many of them offer courses through various departments at UPRH. The librarians have published articles in magazines and have written extensively on topics that are available on the Internet.

Faculty
FELIX BAEZ NERI, Librarian III, M.L.S., 1991, University of Puerto Rico, Puerto Rico

LAURA COLON PLUMEY, Librarian IV, M.L.S., 1978, University of Puerto Rico, Puerto Rico

JOSE M. FIGUEROA LOPEZ, Librarian III, M.L.S., 1985, University of Puerto Rico, Puerto Rico

VIOLETA GUZMAN VILLANUEVA, Librarian III, M.L.S., 1983, University of Puerto Rico, Puerto Rico

MARIA I. HERNANDEZ VAZQUEZ, Librarian III, M.L.S., 1984, University of Puerto Rico, Puerto Rico

LILIA MENDEZ VAZQUEZ, Librarian IV, M.L.S., 1972, University of Puerto Rico, Puerto Rico

LUIS A. RODRIGUEZ MORALES, Librarian III, M.L.S., 1989, University of Puerto Rico, Puerto Rico

SERGIO A. RODRIGUEZ SOSA, Librarian III, M.L.S., 1972, University of Puerto Rico, Puerto Rico


Registrar’s Office
The Registrar’s Office is the custodian of the students’ academic records and directs the following processes and/or services:

1. Internal transfer
2. Reclassification
3. Readmission
4. Special permit
5. Graduation
6. Registration
7. Partial withdrawal
8. Total withdrawal
9. Certifications
10. Official grade transcripts

Student Support Services Program
The Student Support Services Program is one of the TRIO programs financed with federal funds. It serves many first year students, as well as upper classman (men). Participants must comply with the following criteria:

• qualify for economic assistance-belong to a low-income family
• be a first generation university student- neither of his/her parents or legal guardians have completed a bachelor’s degree
• have a physical disability, learning problem or critical health condition
• demonstrate an academic need (all participants must meet this criteria)

The main objective of this project is that its participants complete a university degree. The program offers the following services which impact favorably the retention and graduation rates:

• personal orientation and academic and vocational counseling
• tutoring in the areas of academic need
• university mentors
• learning skills seminar (summer)
• workshops and conferences
• cultural activities

The project, which began to offer services in 1977, is located in the Health Services building.

Talent Search Project
The Talent Search Program’s principal objective is to identify students with a strong academic background. Once identified, these students are guided through the process of completing their intermediate and high school preparation. Then, they are guided through the process of applying for admission into a post secondary institution. The purpose of this program is to offer specialized services to the students of the public school system, empowering them to succeed academically. With Talent Search Program’s help, the students will be able to develop the necessary skills to deal with their...
surroundings. By the end of Talent Search’s intervention, it is expected that the participants will have established specific goals with respect to their immediate future and are prepared to confront both personal and academic environments.

The Program offers personal counseling, vocational orientation, tutoring services, and cultural activities. The participating schools are: Alfonso Casta High School at Maunabo, Teodoro A. Mora High School at Yabucoa, Ramon Power High School at Las Piedras, Manuel Mediavilla Vocational High School at Humacao, Ana Roque High School at Humacao, and the Carlos Rivera Ufret Intermediate School at Humacao.

The participation criteria are:

1. To be interested in completing a high school diploma.
2. To be a first generation, post secondary student.

University Articulation Project
The Advanced Level Educational Services Articulation Project is guided to strengthen the high school education in the Humacao Region. The University of Puerto Rico at Humacao, by virtue of certification 1994-95-48 of the Academic Board, established this project to offer direct services to High School students, and concurrent services and training to teachers and school counselors. The main objective is that the high schools and teachers improve the quality and diversity of academic services offered to their students. This project establishes unity between high schools and the university, encouraging outstanding students, in both private and public schools, to begin taking university courses and adapting themselves to the realities of university life. It also provides the opportunity for teachers and school personnel for continuing education experiences to update their knowledge according to their interests and necessities. Students who are not interested in a university career are offered the opportunity to develop basic skills needed for the work force.

This project has three components: university courses offered to high school students with a GPA of at least 3.50, courses offered to registered university students to develop skills, and workshops and training offered to teachers and counselors.

UNEX-H (Extended University)
The UNEX-H is offers late afternoon, night and Saturday courses to satisfy the needs of the non-traditional student. This service is aimed at the student who due to work or personal situations cannot attend classes during the day. At present, UNEX-H offers courses leading to degrees in the following programs: Bachelor of Arts in Education (K-3), Bachelor’s Degree in Office Systems Administration, and Bachelor’s Degree in Business Administration (Accounting and Management). Interested students must comply with all the admission requirements as stipulated by the Registrar’s and Admission’s Offices. The cost per credit for courses offered by the UNEX-H is $30 plus an additional $25 per credit service fee.

Upward Bound Project
The Upward Bound Project is a pre-university, federally funded program, established at the University of Puerto Rico at Humacao. Its main goal is to motivate and help the students of the Petra Mercado School to graduate and continue working toward a university degree. An intensive academic program is offered to low-income, first generation university students who are completing their high school education. The Program’s goal is to increase the number of students from this school who apply and are admitted to a university. The Program provides academic and enrichment activities during the school academic year and summer. It offers Spanish, English as a Second Language, Mathematics (up to Calculus), Science, and Computer courses to the participating students.

Students from tenth to twelfth grade are eligible to participate in this Program. They must attend the Petra Mercado High School and meet the following additional requirements:

The student must:

1. belong to a low income household.
2. have a GPA of at least 2.00.
3. be a regular, full time student of the Department of Education in Puerto Rico.
4. have definite goals and a desire to pursue a post secondary education.
5. show academic deficiencies in one or more subject.
6. be between 13-19 years old.

The parents or the adults in charge of the household must not have a bachelor’s degree.