



Student Handbook

2016

Last update December/2015

Table of Contents

I.	<i>Introduction</i>	P.3
II.	<i>Mission</i>	P.3
III.	<i>Vision</i>	P.3
IV.	<i>Message from President</i>	P.4
V.	<i>University Departments</i>	P.5
VI.	<i>Academic Policies and Procedures</i>	P.6
VII.	<i>Registration</i>	P.6
VIII.	<i>Attendance</i>	P.6
IX.	<i>Student Tardiness Policy</i>	P.6
X.	<i>Research Project Procedure</i>	P.7
XI.	<i>Withdrawal</i>	P.7
XII.	<i>Leave of Absence</i>	P.7
XIII.	<i>Email Account</i>	P.7
XIV.	<i>Student Life</i>	P.7
XV.	<i>The Career Planning and Placement Process</i>	P.10
XVI.	<i>Academic Calendar 2016</i>	P.11

Introduction

Universidad Autonoma del Caribe is an unusually complex institution and that complexity can be traced to the founding vision of Mario Ceballos. To incorporate practical and vocational education into an institution of higher learning was unprecedented, as was the idea of opening up classical education to the masses of Colombian society. Today UAC remains unique among institutions of higher education, as a distinguished non-profit institution.

This handbook defines the expectations for behavior and conduct in the UAC community and summarizes the actions to be followed when these expectations are not encountered. It is the students guide, covering the rules and procedures that will lead effectively the student during their study period at the University.

MISSION:

We educate students to be outstanding leaders, entrepreneurs and sustainable business builders in the global arena. We aim to develop business professionals whose core values represent global awareness, respect, entrepreneurship and social responsibility. UAC School of Global Management promotes comprehensive business training of future business leaders and managers on a global scale.

Objectives:

- Empower our students with skillsets that will enable them to meet the ever-increasing demands of the global market.
- Promote the transmission of ethical values, which strengthens the sense of social commitment and responsibility.
- Develop ethical practices that are essential for personal, professional and organizational growth.
- Promote dynamic learning processes based on a hands-on approach to experiences that will expose students to real life scenarios and that will also prepare them for the challenges present in the business world.
- Guide the students to attain goals and aspirations and forge them into the future business leaders that they have the potential to be.

VISION

We aspire to become the leading preeminent global university devoted to preparing students to emerge with global knowledge and insight, better decision-makers and powerful agents of global leadership.

Welcome! UAC School of Global Management is writing a new chapter in South Florida, with a globally approach to business education. As an institution with over 40 years of service, we understand that our role in society is not limited to academic efforts in the classrooms. Being an effective and well known institution requires us to impact society by building human values and virtues in our students.

As a new student, you have set yourself on a fulfilling and great venture. Today, global organizations all around the world need great more than ever great leaders to strive their companies to success. UAC School of Global Management will help you reach success with an educational approach of excellence, with a hands-on exposure to the corporate and business world.

You are joining a team that respects diversity and has a great sense of community. Since our beginnings, we have striven for diversity in every sense. At UAC you will be able to interact with students and faculty members from a variety of backgrounds. This provides the student a rich deal of experiences and perspectives about the global environment.

You are starting a great moment in your life, take advantage and enjoy every moment as we help you get closer to your goals. Let us be part of your path and get involve with the extracurricular activities as we endeavor to give back to our community. We look forward to our time together. On behalf of everyone at the UAC School of Global Management, I invite you to stay linked with us as we initiate a new academic year and continue advancing on our journey to excellence.

Sincerely,

Ramses Vargas Lamadrid

President UAC School of Global Management



ACADEMIC DIRECTOR & ACADEMIC COORDINATOR

The Academic Department will be responsible of planning faculty meetings, conferences, orientations, trainings and workshops for the student community. The Academic Director is responsible for maintaining academic standards and along with the Academic Coordinator, develops academic enhancement programs for students.

ADMISSIONS & REGISTRAR DEPARTMENT

As a new student you will be in contact these two departments the most. The Admissions Department will provide advice about the Degree Programs available, as well as the career opportunities regarding the academic program of choice. The Admissions Representative and Registrar along will ensure that the processing of applications for admission is completed accordingly.

Registrar will be responsible of maintaining the academic file of each student. After graduation, the student's records are kept on file and students may continue to request transcripts as needed. The office distributes course schedules, processes course adds, drops, and withdrawals, maintains grade records, fulfills transcript requests, processes changes of address, and provides information and assistance for international students regarding the maintenance of non-immigrant (F-1) (M-1) student status.

STUDENT SERVICES OFFICE

The Student Service Office aims to enhance the quality of the students experience throughout their course study. Some of the services we provide are:

- [Tutoring program](#) - the student will have the opportunity to meet with the professor on a one on one setting to clarify and get academic assistance as needed.
- [Job Placement \(Career Services\)](#) - assists students in building their resume and providing them with advice regarding their interview skills, in order for them to be successful in job interviews. The Student Services office can assist students in finding their place in the job market.

COMPUTER LAB

The Computer Lab is always open during regular school hours and allows students access to internet and other computer programs to assist in school work.

BURSARS & ACCOUNTING OFFICE

The Bursar's Office conducts all of the financial business of the Institution, including maintaining records of student accounts. Students needing information regarding payment methods, tuition payments, tuition statements for tax purposes or general financial matters should contact the Accounting Office.

LIBRARY

The Head Librarian and Library Assistant encourage research and study in the Library. The Library has an open shelf arrangement that facilitates direct access to the collection and encourages browsing in any field of interest. The

library staff offers students general reference assistance and provides specialized help with complex research questions. Library workshops are held throughout the year and the Head Librarian is available for library instruction.

ACADEMIC POLICIES AND PROCEDURES

Please note that it is very important you know the policies stated in this section of the Student Handbook. You should also be familiar with the Institution's Catalog. It contains more in-depth information regarding graduation requirements, course descriptions and general University Policies.

REGISTRATION

New and returning students must register according to the dates stated in the Academic Calendar. The Academic Director/ Coordinator and faculty advisors must approve the appropriate courses for the student's program. In order to ensure the most appropriate selection of courses, students may consult with the Academic Department in advance of registration.

Registration will not complete until all fees and tuition are paid. A student may not attend classes unless registered.

ATTENDANCE

Regular attendance at classes is essential. We advise you to read the syllabus for each class to see what the policies are for that course. Syllabi's are usually available in the Academic Department at least 2 weeks before the expected first day of the class. Each student is expected to be present for the scheduled class periods. It is important for students to be on time for every scheduled class.

Students are expected to attend all scheduled University classes for the courses that they are registered for and to achieve the goals set forth by each class instructor. Attendance is taken daily. Enrolled students are permitted no more than 2 "free" absences in one semester. Students missing 3-5 classes over the course of the semester will receive a one-letter grade deduction from their final course grade; missing more than 6 classes will result in failure of the course regardless of grade average. It is the student's responsibility to arrange to make up work missed because of an absence.

- *Student Tardiness Policy*

A student is considered tardy/late if he/she comes to class 15 minutes late. With three tardies the student accumulates one full absence. If the student misses half of the class period, it is a full absence. When a student has more than 6 tardies, the instructor will contact the Universidad Autonoma del Caribe Coordinator of Student Affairs and Academic Department and request an intervention session with the student. The goal of the session is to develop and implement an intervention program to help students learn new ways to save and manage time.

Please note that attending class for 15 minutes or for half of the session does not constitute “attendance”. Students should be present for the entire class period.

The school is required by the United States Citizenship and Immigration Services (USCIS) to report all international students who are dropped for excessive absences. Refer to the catalog for information on how we report absences to INS.

RESEARCH PROJECTS PROCEDURE

The research project and writing is an excellent opportunity for the student to explore business opportunities, industries or companies that he/she might be interested in working with. It also enables the student to show prospective employers evidence of his/her work.

WITHDRAWAL

Students who wish to withdraw after registration must submit a written request for approval to the Academic Department. Students who withdraw without permission or after the final withdrawal date as stated in the Academic Calendar, will receive a failing grade in each course dropped. **All foreign students who withdraw without written permission from the Academic Department will be reported to the United States Citizenship and Immigration Services (USCIS). Please check the Institution catalog for more detailed explanation.**

**Please note that refunds to students withdrawing from courses are made in accordance with the policy set forth in the Institution’s Catalog and Enrollment Agreement.

LEAVE OF ABSENCE

If a student wants to withdraw or delay his/her education for one or more semesters, he/she should submit a written request for leave of absence to the Academic Department for the approval. For US students all you need to do is fill out the withdrawal request form, get it signed by the Academic Department before handing it to the Student Services & Records office. For International students you need to submit a written statement, show proof that you are returning to your country by submitting your ticket confirmation or provide a letter from a licensed Florida doctor if the matter is related to illness.

TRANSCRIPTS

If you are a current student or graduate and would like a copy of your transcript please note that transcripts should be requested by email, regular mail or fax and cannot be requested over the phone. A fee of \$15.00 is charged for two (1) official transcripts and \$5.00 for each student copy. All transcript requests take 5 working days. Official transcripts are not usually issued directly to students. They are mailed directly to other schools, employers or other official organizations. **Please note that transcripts are NOT issued until all financial obligations to the University have been fulfilled.**

EMAIL ACCOUNT

It is strongly recommended that every student registers with Student Services for an Institutional email address. This is very important because this will be the University’s way of corresponding with you. Each student is encouraged to get this done as quickly as possible.

STUDENT LIFE

TEXTBOOKS

Students are expected to purchase their own textbooks for the courses that they are enrolled in. The Library keeps on hand some text books as references. However, students are encouraged to purchase their own as the demand for this may hinder the process for the students to borrow them from the library.

If you purchase a used text book that is different than the one specified by the professor you may have issues in studying the material the professor wants you to learn. It is recommended that students communicate with their professors before making the final decision regarding this matter.

STUDY ROOM / TUTOR ROOM

The study room is the perfect place for students to have group project meetings, regular group studies, tutoring sessions, individual study or a quiet place to read. The study room is fitted with tables and chairs.

STUDENT HEALTH CARE AND HEALTH INSURANCE

The United States Citizenship and Immigration Services (USCIS) require all students studying in the United States on F-1 or M-1 visas to have health insurance.

MEDICAL AND OTHER EMERGENCIES

If you have a serious accident or are in extreme pain and cannot go to a hospital emergency room, call or have a friend call **911**, the city wide emergency services number. An operator trained to handle emergencies will arrange to send an ambulance if you need one or will give you directions on what to do. The **911** operators have interpreters for a number of languages. If the **911** operators cannot find someone who speaks your language, try to speak slowly so you can be understood. If possible have a friend talk for you. In the event of a fire or if you need emergency help from the police, you should also call **911**.

NEVER CALL 911 IN NON-EMERGENCY SITUATIONS. YOU WILL BE TYING UP THE LINE AND PREVENTING OTHERS IN EMERGENCY SITUATIONS FROM GETTING HELP.

STUDENT ACTIVITIES

Throughout the years, the Student Services Office has had some events that are held annually and that involve the students with the local community in various ways.

Some other events that were organized in the past and may be repeated:

- Workshops and Conferences
- “Relay for Life” by The American Cancer Society
- Family Weekends
- Among others

IF YOU HAVE IDEAS FOR ACTIVITIES, WORKSHOPS OR EVENTS, SHARE THEM WITH US.

STUDENT VISA RESPONSIBILITIES

Your F-1 or M-1 (student) status carries certain obligations. It is important that you observe them carefully. If you fail to follow the USCIS rules, you risk being out of status, the risk of losing your right to remain in the United States for further study.

You must keep your passport valid, request an extension of stay as needed, maintain a full and satisfactory course of study during the school year, keep authorities notified of your current address, and seek approval of the USCIS for any contemplated change of status. Be sure to check with the Student Services Office and Records Office or Academic Department well before any trip outside of the United States.

Your student visa can be revoked if you get into trouble. Stay away from anything that would involve you with the police. Don't get caught drinking and driving, don't use drugs, don't work illegally, and pay your traffic tickets promptly. Be careful and obey the law.

NON SMOKING POLICY ON CAMPUS

It is against the law to smoke in public buildings. Many municipalities have established ordinances prohibiting smoking in public outdoor places.

SEXUAL HARASSMENT

Sexual customs and values vary from culture to culture. In this country, sometimes international students are confused. Pressure to engage in sexual activity that is contrary to your intent is a form of sexual harassment and is illegal in this country. Any student who is subjected to such pressure should get help immediately.

The Student Services Office is available to discuss sexual harassment concerns with students. Allegations of sexual harassment involving another member of the Institution's Community should be reported directly to the Executive Director and or President.

THE CAREER PLANNING & PLACEMENT PROCESS

Career planning is a lifelong process, which includes choosing an occupation, getting a job, growing in our job, possibly changing careers, and eventually retiring.

CAREER PLANNING WITH STUDENT SERVICES: FOUR STEP PROCESS

A. Self - *Gathering information about you* - Self assessment is the process of gathering information about yourself in order to make an informed career decision. For example, you can gather information in the following areas:

- Interests
- Values
- Roles
- Skills/Aptitudes
- Preferred Environments
- Developmental Needs
- Your realities

B. Develop Options

- Explore the occupations in which you are interested
- Research the industries in which you would like to work
- Research the Labor Market

Get more specific information after you narrow down your options by:

- ✓ Job Shadowing
- ✓ Part-time work, internships, or volunteering in jobs/ industries of interest to you.
- ✓ Written materials
- ✓ Informational interviews

C. Match - During this phase of the process, you will:

- Identify possible occupations
- Evaluate these occupations in terms of matching your needs
- Explore alternatives
- Identify short-term and a long-term options

D. Action - You will develop the steps you need to take in order to reach your goal, for example:

- Investigate sources of additional training and education, if needed
- Develop a job search strategy
- Write your resume
- Gather company information
- Compose cover letters
- Prepare for job interviews

UAC 2016 ACADEMIC CALENDAR

SPRING 2016: January 11th- April 30th, 2016	
November 2 nd – December 18 th , 2016	Regular Registration for the Spring 2016 semester
December 19 th , 2016 – January 8 th , 2016	Extended Registration Period for degree seeking students
January 9 th , 2016	Orientation Process for New Students (8:00am to 1:00pm)
January 11th, 2016	Classes begin
January 18th, 2016	Martin Luther King Jr. Holiday (University closed / No scheduled classes)
February 6 th , 2016	Last day to drop classes with a 40% refund for regular spring semester classes.
February 13 th , 2016	Last day to drop classes with a 20% refund for regular spring semester classes.
February 15th, 2016	Washington's Birthday/ Presidents Day (No scheduled classes)
February 22nd- February 27th, 2016	Midterm Exams and Evaluations
March 14th – March 19th, 2016	Spring Break (No classes scheduled)
April 23 rd , 2016	Last scheduled day of regular classes
April 26th – April 30th, 2016	Final Exams
May 4 th , 2016	Deadline (by 11:59pm) for instructors to submit grades
SUMMER 2016: May 9th – August 20th, 2016	

May 9th, 2016	Classes begin
June 4 th , 2016	Last day to drop classes with a 40% refund for regular spring semester classes.
June 11 th , 2016	Last day to drop classes with a 20% refund for regular spring semester classes.
June 21st – June 25th, 2016	Midterm Exams and Evaluations
July 4th, 2016	Independence Day (No scheduled classes / University closed)
July 18 th , 2016	Early Registration for Fall 2016 semester
July 26 th – August 20 th , 2016	Regular registration for the Fall 2016 semester
August 13 th , 2016	Last scheduled day of regular classes
August 16th – August 20th, 2016	Final Exams
August 24 th , 2016	Deadline (by 11:59pm) for instructors to submit grades
FALL 2016:: August 27th- December 21, 2016	
August 27th, 2016 (Saturday)	Classes begin
September 5th, 2016	Labor Day (No scheduled classes / University closed)
September 24 th , 2016	Last day to drop classes with a 40% refund for regular spring semester classes.
October 1 st , 2016	Last day to drop classes with a 20% refund for regular spring semester classes.
October 10th, 2016	Columbus Day (No scheduled classes / University closed)
October 11th – October 15th, 2016	Midterm Exams and Evaluations

November 11 th , 2016	No scheduled classes / University closed
November 24 th – November 26 th , 2016	Holiday Period: Thanksgiving (No classes scheduled / University closed)
**November 24 th – November 26 th , 2016	Holiday Period: Thanksgiving **Classes scheduled for Nov 24 th will meet on Monday, Nov 21st, 2016 **Classes scheduled for Nov 26th from 8:00am-10:50am will meet on Monday Nov 28th, 2016 **Classes scheduled for Nov 26th from 11:00am-1:50pm will meet on Wednesday Nov 30th, 2016
November 29 th , 2016	Last scheduled day of regular classes (<u>Tuesday classes</u>)
December 6 th , 2016	Final Exams (<u>Tuesday classes</u>)
December 8 th , 2016	Last scheduled day of regular classes (<u>Thursday classes</u>)
December 10 th , 2016	Last scheduled day of regular classes (<u>Saturday classes</u>)
December 15 th – December 17 th , 2016	Final Exams (<u>Thursday and Saturday classes</u>)
December 21 st , 2016	Deadline (by 11:59pm) for instructors to submit grades
Academic calendar proposed dates are subject to change. If students wish to reschedule a date, they should contact the instructor at the beginning of the semester. Please make sure to submit all your questions to info@uac.edu	

Last reviewed: 12/18/2016



STUDENT HANDBOOK ACCEPTANCE

IN WITNESS WHEREOF and acknowledging acceptance and agreement of the foregoing, Universidad Autonoma del Caribe and Student affix their signatures hereto.

UNIVERSITY

STUDENT

Student Service Coordinator

Student

Dated: _____, 2016

Dated: _____, 2016

**I received the Student Handbook.

Cc: Student File