



# UIC

UNITED INTERNATIONAL COLLEGE



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#### **HOURS OF OPERATION**

The College is open Monday through Thursday from 9:00 a.m. to 10:00 p.m.,  
and Fridays from 9:00 a.m. to 5:00 PM.  
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## 2022 - 2023 ACADEMIC CALENDAR

EVENT	MONTH	DAY	YEAR
Summer Vacations	July- August	2-21	2022
Independence Day Holiday (Obs.)	July	4	2022
<b>Fall Semester Starts</b>	August	22	2022
Withdrawal Deadline	August	26	2022
Labor Day Holiday	September	5	2022
Constitution and Citizenship Day	September	17	2022
UNIEMPRESARIOS	October	19 – 20	2022
Veteran’s Day Holiday	November	11	2022
Thanksgiving Break	November	19-27	2022
Final Exams	December	5 – 9	2022
Fall Term Ends	December	9	2022
Christmas Vacations	December - January	10 - 8	2022-2023
<b>Spring</b>	January	9	2023
M. L. King Jr. B. Holiday	January	16	2023
Withdrawal Deadline	January	21	2023
President’s Day Holiday	February	20	2023
Spring Break	March-April	25 – 3	2023
Final Exams	April	25-29	2023
<b>Summer</b>	May	9	2023
Withdrawal Deadline	May	13	2023
Memorial Day Holiday	May	29	2023
Graduation Ceremony	June	24	2023
Final Exams	June - July	27-1	2023
Summer Break	July- August	2-21	2023
Independence Day (Obs.)	July	4	2023

## 2023 - 2024 ACADEMIC CALENDAR

EVENT	MONTH	DAY	YEAR
Summer Break	July- August	2-21	2023
Independence Day (Obs.)	July	4	2023
<b>Fall</b>	August	22	2023
Withdrawal Deadline	August	26	2022
Labor Day Holiday	September	4	2023
Constitution and Citizenship Day	September	17	2023
UNIEMPRESARIOS	October	18-19	2023
Veteran's Day Holiday	November	10	2023
Thanksgiving Break	November	20-26	2023
Final Exams	December	5 – 9	2023
Fall Term Ends	December	9	2023
Christmas Break	December - January	10 - 8	2023-2024
<b>Spring</b>	January	10	2024
M. L. King Jr. B. Holiday	January	16	2024
Withdrawal Deadline	January	21	2024
President's Day Holiday	February	20	2024
Spring Break	March-April	25 – 3	2024
Final Exams	April	25-29	2024
<b>Summer</b>	May	9	2024
Withdrawal Deadline	May	13	2024
Memorial Day Holiday	May	29	2024
Graduation Ceremony	June	24	2024
Final Exams	June - July	27-1	2024

## PRESIDENT'S MESSAGE

Thank you for choosing United International College and welcome to our school!



The right time to continue your educational goals is always now. The world has changed and it is never too late to study. Young students will build a more successful career due their educational development. In addition, adults and seniors always benefit from school as the global world demands for professionals to stay up to date with current developments.

UIC's purpose is to prepare students with both theoretical and practical knowledge, giving them the right tools to be successful in their careers. Our state of the art education involves professors who are deeply involved within their field, so students are exposed to current day to day practices. We are committed to provide the support you need throughout your professional journey.

Our model recognizes the benefits of entrepreneurial education, among any field, for those who would like to join the workforce, as well as for those who would become self-employed. Students who would join a company would be able to offer the employer a different in-depth perspective. He would understand that his role could impact the growth of the company and therefore be an asset for any employer.

Moreover, the entrepreneurial curriculum prepares students to be independent professionals, if they choose so. Most of our classes allow the students to apply practical knowledge either in completing a business plan to be applied in real life or analyze a case study. Indeed, many of our graduates have successfully created their own businesses by putting in place the plan written throughout their studies in United International College.

We recognize, however, that for a person to be successful not only cognitive knowledge is necessary; indeed, one must always search for a mission in life. Our HOLISTIC MODEL OF EDUCATION encourages our students to discover and explore their own weaknesses and strengths, and help them develop as Human beings. Workshops such as emotional intelligence, the enneagram and stress management are part of our curriculum to form not only successful professionals but also happy and fulfilled human beings.

As a student, you will be part of a friendly family community of students, professors, and administrators who will support you through your journey to make your dreams come true.

Once again, welcome to UNITED INTERNATIONAL COLLEGE!

Lydia Bautista Moller  
President

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## I. INSTITUTIONAL DESIGN

### HISTORY



UNITED INTERNATIONAL COLLEGE is a private institution that offers Graduate and Undergraduate education under the Holistic Education Methodology in Miramar, Florida. J. Alberto Moyano Ferrer and Lydia B. Bautista Möller founded UL School of Business in January 2000 under the corporate bylaws of the State of Florida; Fleeing the appalling violence which faced their home country in the late 90s, Alberto and Lydia, along with their four daughters, migrated from Bogota, Colombia to Hollywood, Florida on August 10, 1999. Thus, they were forced to leave behind the institution of higher education they had founded in 1979 to start a new life venture in South Florida.

The State Board of Nonpublic Career Education of the State of Florida issued the first license to UL School of Business on February 20, 2001 to the Small Business Management and Marketing and Sales Management diploma programs.

However, in 2002, Alberto was diagnosed with larynx cancer and underwent several unsuccessful cancer treatments in hopes of recovery. Meanwhile, Angelica and Marcela Moyano, the two oldest daughters who had just obtained their bachelor degrees, decided to work full time in the institution while their parents were focused on the cancer fight.

Alberto guided Angelica in writing the school annual license renewal to be submitted in December 2003. He also spent his last days of life writing, editing, and revising his Model of Holistic Education, which was subsequently applied to the curricula of UIC's programs. Alberto passed away on January 26, 2004.

Today, the institution is managed by Lydia Bautista and her four daughters, Angelica, Marcela, Lina Maria, and Liliana, who became experienced professionals and educators. Their main goal is to provide Holistic Education & training to individuals who want to become entrepreneurs, be part of the labor market, or increase their language skills.

UL School of Business was renamed to Unilatina International College in 2008. UIC is currently nationally accredited, offers federal financial aid to local students, and issues the I-20 Form for International Students.

The college offers a Master Degree in Business Administration MBA, Associate and Bachelor Degree programs in Business Administration, Travel & Tourism Management, International Business, and Communications & Mass Media, and as well offers an innovative English as a Second Language (ESL) program.

In 2020, during the Novel Coronavirus COVID-19 Pandemic, UIC was renamed to United International College with the aim to embrace all cultures and truly identify itself as an international hub of holistic education.

On January 5th, 2023, United International College inaugurated its Athletic Department, the UIC Eagle Rays, starting with Men's Basketball and Men's Baseball Varsity Teams and a lineup of games for the Spring Season. Athletics added to UIC a unique life blood of students and campus life.

All programs incorporate a curriculum, which promote and develop:

- Entrepreneurial Skills
- Emotional Intelligence
- Global World Competencies (excellent cross-cultural communication skills, multilingualism, and technology skills).

## **MISSION STATEMENT**

### **Our Purposes**

UNITED INTERNATIONAL COLLEGE' purpose is to bring each student to the business world as an entry level proprietor of his/her own enterprise, or as an entrepreneur executive for the economic market.

- The College will strive continuously to improve its operation in order to keep up to date with the changing developments and new technology related to the fields of Business Management, Marketing, and Communications.
- The College will encourage its faculty to keep up to date with all the latest changes and developments related to teaching methods.
- The College will maintain an honest and fair relationship with its students and staff. The College will maintain excellent relationships with Federal and State governmental organizations, and with other institutions of the educational, business and labor sectors.

## **Our Mission**

In accordance with the purposes before mentioned, The Mission of **United International College** is:

- To educate individuals with theoretical and practical knowledge to develop creative, critical, and leadership skills
- To graduate entrepreneurs or active members of the labor market who can contribute to the well-being of society
- To maintain community engagement and develop research, in class application, and internship experiences ultimately leading to employment opportunities for students and graduates to be successful professionals in any field of study at UIC
- To cultivate individuals with a holistic approach, integrating and nourishing the emotional, intuitive and physical aspects of the student.

At United International College, faculty, staff and students come together to support each other's development. We are achievers of our own growth through self-management, involvement and commitment to promote a positive environment filled with human warmth and care. We are a community with a clear personal, local and global vision.

**The goal of UIC** is to be a college recognized by its holistic education and entrepreneurial formation with the following educational curricula:

- A.S. and B.S in Business Administration
- A.S. and B.S. in International Business Management
- A.S. and B.S. in Travel and Tourism Management
- A.S. and B.S. in Communications and Mass Media
- MBA Master of Business Administration

**The objectives of UIC are:**

- To educate individuals
  - By providing curriculum with updated industry trends
  - By hiring highly qualified, experienced instructors
  - By bringing on campus industry representatives as guest speakers
  - By having an adequate library that allows research
- To graduate entrepreneurs or active members of the labor market
  - By developing strong relationships with current employers
  - By providing students with networking opportunities on and off campus
  - By partnering with the Small Business Administration and other local entities to provide students with practical tools to open their own business

- To cultivate individuals with a holistic approach

- By providing them with a warm and caring environment
- By offering extracurricular activities that aim to increase the emotional awareness and well-being of students
- By incorporating in our curriculum classes that focus on developing emotional intelligence and self-awareness.
- By following the holistic education methodology that our founder Julio A. Moyano initiated at our institution.

## **Values**

### **CREATIVITY**

We value the potential of students to generate cutting edge ideas by challenging traditional and repetitive ways of thinking, and behaving. Through our model of holistic education, students allow their minds to expand their capacity to think "out of the box", and to create ideas that can be considered revolutionary in modern times. Thus, their work becomes socially marketable based on its uniqueness.

### **FREEDOM**

We strongly believe in the natural human right of freedom. We relate to our students and community by granting each individual the right to make choices. Autonomy, free will, and self-determination are cores of the exercise of freedom. In our academic institution, students and faculty do not fear taking risks to improve their learning experiences in a safe environment where they do not fear being judged. Individuals are free to express their individuality as a whole.

### **HUMAN GROWTH**

Our model of holistic education is rooted in the principle of human growth. As we acknowledge that individuals have the chance to develop themselves in the journey of life, our students not only grow intellectually through our curricula, but are also given the tools to focus on the development of their personal and spiritual experiences.

### **UNIQUENESS AND RESPECT**

We value the distinctiveness of each of our students and faculty members. We believe in the human potential of each individual to exceed their faculties to become incomparable to any other person. This results in the true appreciation and respect of the characteristics and assets of everyone involved in our academic institution.

### **COMMUNICATION**

Our students become effective communicators who can express themselves while diminishing noise or misunderstanding in their communication processes. This results in the development of individuals who are equipped to successfully establish and nurture relationships that enjoy clarity in their human interactions.

## **HONESTY**

We value truthfulness and sincerity. Beyond any other value, students and faculty must exercise their honesty at all times. Therefore, every member of our community can trust and rely on each other for support stemming from the premise that we all are true to ourselves and each other.

## **FRATERNITY**

As an institution that values education, we daily build a sister-brotherhood that distinguishes us as a strong community of individuals who continuously support each other in the process of learning. Such a fraternity is built on strong structures of love and respect for each other that allow its constant growth while welcoming new members who easily become part of the social network.

## **CULTURAL DIVERSITY**

UIC welcomes students and faculty members from around the world. Our environment is enriched through the cultural diversity that all of the members of the institution bring to campus. We respect, promote and appreciate the various cultures that we are fortunate to have.

## **OWNERSHIP**

**UNITED INTERNATIONAL COLLEGE** is owned and operated by **Unilatina Corp.**, and it is a corporation registered and established under the Corporate By Laws of the State of Florida to provide Post-Secondary Education. Its address is:

3130 Commerce Parkway  
Miramar, Florida 33025  
Tel (954) 607 – 4344 – Fax (954) 357 - 1766  
E-mail: uicadmissions@uinternational.edu  
Web Page: www.uinternational.edu

Lydia B Bautista Möller.....President/Co-Owner  
Angélica Moyano.....Secretary/Co-Owner  
Marcela Moyano.....Treasurer/Co-Owner  
Lina Maria Moyano.....Director/Co-Owner  
Liliana Moyano.....Director/Co-Owner

## **GOVERNING BODY**

Its owners, Lydia Beatriz Bautista Möller, Angelica Moyano, Marcela Moyano, Lina Maria Moyano and Liliana Moyano manage **UNITED INTERNATIONAL COLLEGE** at the present.

## **Administrative Staff**

President Lydia B. Bautista Möller	Provost Angélica Moyano Bautista PDSO
Director of Communications and Advancement Dr. Marcela Moyano	Distance Learning and Instructional Design Coordinator Sandra Agudelo
Admissions Coordinator Librarian Assistant Ana Socha	Financial Aid Officer Sandra Valentin
Director of Athletics Dr. Ted Abernethy	Senior Associate AD, Internal Operations & Athletic Events Karlo David Lesser
Senior Associate AD, Compliance & Administration Angelica Moyano	Senior Associate AD, Communications, Media, & Principal Gifts Dr. Marcela Moyano
Human Resources Librarian Assistant Jimena Herrera	Bursar Librarian Assistant Sandra Valentin
Librarian Freda Mosquera	Communications and Mass Media Lead Program Dr. Marcela Moyano
Registrar Librarian Assistant Sandra Agudelo	Travel and Tourism Management Lead Program Kiyomi Onoyama
Business Administration International Business Management Lead Program Angelica Moyano	Career Services Coordinator Cristina Lopez
Master of Business Administration Program Coordinator Dr. Ted Abernethy	

### **President**

The President serves as the chief institutional executive officer with overall administrative authority to manage the primary functions of school. The Director is directly responsible for effecting all policies and regulations recommended and approved by the Governing Body

### **Provost**

Performs a leadership role in designing and implementing the total academic program of the institution. In addition, this individual represents the administration in working with the faculty in establishing and maintaining acceptable standards for student academic performance, revising the curriculum, and overseeing the total academic life of the College.

### **Director of Communications and Advancement**

Responsible for managing high-level communication between UIC and various media resources. Oversees the creation and delivery of emails, direct mail, brochures, newsletters, and other publications. Develop and use press releases, media event and broadcasts to improve relationships with media sources and journalists to obtain optimum media coverage for UIC.



**Director of Athletics**

Manages all aspects of UIC's athletic program. Some of the main activities include hiring coaches, promoting programs, organizing budgets and facilitating the overall functions of the department.

**Bursar**

Under administrative direction, prepares monthly, quarterly, and annual financial statements for administration, trustees, and external constituents.

**Admissions Coordinator**

Under administrative direction, is responsible to plan, manage and implement the recruitment and admission programs designed to ensure a diverse population of incoming students.

**Librarian**

Supervise and coordinate the daily operations of the library; participate in the development, interpretation and administration of library policies, procedures, issues and activities; collaborate with the Academic Department and faculty to provide a variety of library services.

**Librarian Assistant**

Perform a variety of clerical and data-entry tasks related to providing the acquisition and circulation of library materials; providing access to a variety of library resources; and maintaining an academic reserve collection.

**Registrar**

Plans, organizes, coordinates and directs the operations of the Records Department including the registration of students, maintenance, security and preparation of student records, attendance and graduation functions.

**Registrar Assistant**

Assist the register in the maintaining of records

**Financial Aid Officer**

The financial aid officer makes sure that every student is properly funded. This is made possible by advising current or prospective students on financial aid.

**Human Resources Representative**

Provides administrative support to the College Bursars, supports the hiring process of faculty and staff.

**Program Coordinator/Lead Program**

Continuously revises and updates program courses content and material. Participates in the re-evaluation and re-definition of instructional objectives. Coordinate Class scheduling by term and hires new faculty members.

**PDSO**

Assists and advises international students on immigration and related issues

**Senior Associate AD, Communications, Media, & Principal Gifts**

Responsible for assisting the athletic director with the operations of the athletic department. The associate athletic director may oversee different parts of the department as defined by the athletic director, including but not limited to communications, marketing, media and promotional content, and fundraising, among other facilitation of promotional events.

**Senior Associate AD, Compliance & Administration**

Responsible for assisting the athletic director with the operations of the athletic department. The associate athletic director may oversee different parts of the department as defined by the athletic director, including but not limited to student-athlete compliance, administration of student programming and academic progress, and facilitation of rules and regulations.

**Senior Associate AD, Internal Operations & Athletic Events**

Responsible for assisting the athletic director with the operations of the athletic department. The associate athletic director may oversee different parts of the department as defined by the athletic director, including but not limited to logistics, planning, and facilitating events and sporting activities.



## II. SCHOOL POLICIES

### ADMISSION PROCEDURES AND POLICIES

**UNITED INTERNATIONAL COLLEGE** is an institution open to every individual looking for an equal opportunity for quality education regardless of sex, race, color, age, and religion, social or economic status. We do not discriminate on the basis of sex, race, color, age, religion, social or economic status, and disabled applicants in its admissions policies, administration, scholarships, and other school programs.

All applicants will be accepted for admission to the College as long as they meet the following:

#### **Associate Degrees**

1. High School Diploma, Transcripts or GED
2. Government issued ID
3. The applicant must be 18 years of age. If the applicant is less than 18 years of age, a parent/guardian signature is required to enroll the student in the program.
4. Submit a completed and signed Application for Admission and be present for an entrance interview.

#### **Bachelor Degrees**

1. High School Diploma, Transcripts or GED
2. Government issued ID
3. The applicant must be 18 years of age. If the applicant is less than 18 years of age, a parent/guardian signature is required to enroll the student in the program.
4. Applicants graduated from and Associate Degree from other institutions must submit an official transcript. Official transcripts must be received by UIC directly from the previous educational institution. Credits will be evaluated course-by-course in order to assure proper transfer
5. UIC students graduated from any of the Associate Degrees can transfer into a Bachelor degree program of the same field; all passing credits will be transferred. Please see the chart below:

Completed Degree	Eligible to be transferred to
A.S Business Administration	B.S. Business Administration
A.S International Business Management	B.S. International Business Management
A.S. Travel and Tourism Management	B.S. Travel and Tourism Management
A. S. Communications and Mass Media	B.S. Communications and Mass Media

UIC graduates who wish to be admitted into a program of a different field, in which they have completed an associate degree, must complete all of the courses of the new field of the program they wish to register.

6. Submit a completed and signed Application for Admission and be present for an entrance interview.

## **Master Degree**

1. Submit a completed and signed Application for Admission and be present for an entrance interview.
2. Each applicant must submit an official transcript showing a conferred Bachelor degree from a regionally accredited U.S. institution or an equivalent evaluated degree for international applicants.
3. Minimum cumulative GPA of 2.8 on a 4.0 scale as reflected on undergraduate official transcripts. Official transcripts must be received by UIC directly from all previous educational institution.
4. Government issued ID
5. One letter of recommendation from a previous professor or employer.
6. Applicants whose native language is not English are required to provide proof of English language proficiency by submitting the minimum score on the Test of English as a Foreign Language (TOEFL) Internet Based Test 78, TOEFL - Computer Based Test 173, Michigan English Language Assessment Battery (MELAB) 69 or International English Language Testing System (IELTS) all levels score: 6.0. Students who do not meet the minimum English proficiency requirement may be conditionally admitted by the academic director or may be required to take ENC 134 and ENC 224 at UIC before admission is granted. Students whose native language is not English but have completed at least two years of study in an American high school or College are exempt from taking the proficiency test. Appropriate evidence must be provided

## **International Students Admissions**

### **Associate Degrees**

1. High School Diploma and/or proof of completion by the appropriate education body
2. English official translation of high school diploma/equivalent credential
3. Government issued ID
4. The applicant must be 18 years of age. If the applicant is less than 18 years of age, a parent/guardian signature is required to enroll the student in the program.
5. Submit a completed and signed Application for Admission and be present for an entrance interview.

### **Bachelor Degrees**

1. High School Diploma and/or proof of completion by the appropriate education body
2. English official translation of high school diploma/equivalent credential
3. Government issued ID
4. The applicant must be 18 years of age. If the applicant is less than 18 years of age, a parent/guardian signature is required to enroll the student in the program.
5. Applicants graduated from and Associate Degree from other institutions must submit an official transcript evaluated by an International Credential Evaluator Institute. Official

transcripts must be received by UIC directly from the Credential Evaluator Institute. Credits will be evaluated course-by-course in order to assure proper transfer. Students may enroll in the Bachelor degree but may need to take credits from the associate degree in order to complete the program.

6. UIC students graduated from any of the Associate Degrees can transfer into a Bachelor degree program of the same field; all passing credits will be transferred. Please see chart 1 on item 6 of admissions requirements. UIC graduates who wish to be admitted into a program of a different field, in which they have completed an associate degree, must complete all of the courses of the new field of the program they wish to register.
7. Submit a completed and signed Application for Admission and be present for an entrance interview.

### **Master Degrees**

1. Submit a completed and signed Application for Admission and be present for an entrance interview.
2. Each applicant must submit an official transcript showing a conferred Bachelor degree from a regionally accredited U.S. institution or an equivalent evaluated degree for international applicants.
3. Minimum cumulative GPA of 2.8 on a 4.0 scale as reflected on undergraduate official transcripts. Official transcripts must be received by UIC directly from all previous educational institutions.
4. Government issued ID
5. One letter of recommendation from a previous professor or employer.
6. Applicants whose native language is not English are required to provide proof of English language proficiency by submitting the minimum score on the Test of English as a Foreign Language (TOEFL) Internet Based Test 78, TOEFL - Computer Based Test 173, Michigan English Language Assessment Battery (MELAB) 69 or International English Language Testing System (IELTS) all levels score: 6.0. Students who do not meet the minimum English proficiency requirement may be conditionally admitted by the academic director or may be required to take ENC 134 and ENC 224 at UIC before admission is granted. Students whose native language is not English but have completed at least two years of study in an American high school or College are exempt from taking the proficiency test. Appropriate evidence must be provided

### **English Proficiency**

Applicants whose native language is not English are required to provide proof of English language proficiency by submitting the minimum score on any of the following tests:

<b>English Proficiency Test</b>	<b>Minimum Score</b>
Test of English as a Foreign Language (TOEFL) Internet Based Test	78
TOEFL - Computer Based Test	173
Michigan English Language Assessment Battery (MELAB)	69
International English Language Testing System (IELTS)	All levels score: 6.0

Undergraduate applicants who have not taken any of the above mentioned tests must take and pass the College English Proficiency Test (Accuplacer) which includes a portion on Reading and

Writing with a minimum score of 75 for reading and 5 for writing. Students who do not meet the minimum English proficiency requirement may be asked to write an essay to be conditionally admitted, or placed in the English as a Second Language Program according to their assessment scores. Students whose native language is not English but have completed at least two years of study in an American high school or College are exempt from taking the proficiency test.

### **Exceptions to Admissions Criteria**

#### **High School Diploma**

If the applicant does not have documentation of a high school completion, a College transcript stating that the basis of admission was high school graduation may be accepted for admission.

#### **Applicants who cannot obtain a copy of their high school Diploma from a foreign country**

In rare cases where it is impossible for a student (refugee, an asylee, or a victim of human trafficking) to obtain documentation of his or her completion of a secondary school education in a foreign country, the US Department of Education allows the applicant to submit to the institution the following:

1. Proof of their attempt to obtain documentation of their completion of a secondary school education in a foreign country, i.e., a copy of an e-mail or letter, including proof of mailing; UIC College Registrar's Office will mail the request for official transcript to the applicant's school and will keep the receipt in the applicant's folder.
2. A signed and dated statement that indicates that the applicant completed his or her secondary school education in a foreign country, the name and address of the foreign high school where the applicant completed the secondary school education and the date when the foreign high school diploma was awarded.
3. A copy of the entry status documentation that identifies the applicant's current or prior status as a refugee, an asylee, or as a victim of human trafficking and who entered the United States after the age of 15.

#### **International Students**

***This school is authorized under Federal law to enroll nonimmigrant alien students.***

International students are always welcome and we are committed to provide the same quality education to help them become successful in their endeavors. International students wishing to attend our school must meet the international students' admission standards and meet the following requirements in order to obtain their I-20:

1. Applicants must prove that sufficient funds are available from source to defray all living and school expenses during the entire period of study in the United States. The last three bank statements of the sponsor or the student must be presented along with a letter from the sponsor or student.
2. Present to school a photocopy of passport and I-94 if applicable
3. Persons applying for F-1 visa with the initial I-20 will require payment of SEVIS fee of \$350. The check or money order should be made payable to the Immigration and Naturalization Service
4. Make a processing fee payment of \$800.00 or \$400.00 which will be applied to tuition once your I-20 is active

5. If you are changing your status, you must fill out form I-539 and pay a fee of \$370. The College will assist you in the process. Change of status processing fees may apply.

Students who wish to extend their F-1 status will be granted extension only if they are in good academic and financial standing with UIC.

### **F-1 Visa/Status Laws**

From <https://studyinthestates.dhs.gov/maintaining-status>

While studying in the United States, it is important to maintain your F student status. Your status relates to the purpose, or reason for why you want to come to the United States. The U.S. Department of State issues you your visa based on your intended purpose.

If the Department of State issues you an F or M student visa, this means that you are coming to the United States to study. You should not take any action that detracts from that purpose.

Maintaining your status means:

- Fulfilling the purpose for why the Department of State issued you your visa.
- Following the regulations associated with that purpose.

Below are actions to take in order to properly maintain your status.

### **Arrival**

When arriving to the United States, F students must:

- Enter the United States no more than 30 days before your program of study begins.
- Immediately contact your designated school official (DSO) when you enter the United States.
- When you arrive at school, you need to contact your DSO again, no later than the program start date listed on your Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status."

### **Education**

While studying in the United States, F students must:

- Attend and pass all your classes. If school is too difficult, speak with your DSO immediately.
- If you believe that you will be unable to complete your program by the end date listed on your Form I-20, talk with your DSO about requesting a possible program extension.
- You must take a full course of study each term; if you cannot study full-time, contact your DSO immediately.
- Do not drop a class without first speaking with your DSO.

### **Work and Practical Training for F Students**

An F student may only work when authorized by a DSO in some cases, and U.S. Citizenship and Immigration Services (USCIS) in others. If you choose to work without authorization, you will be forced to leave the United States immediately, and you may not be able to re-enter the United States at a later date.

Associate, Bachelor and Master degree students are eligible for optional practical training during or following the program of study. OPT is a form of temporary employment that directly relates to your program of study.

For more information about employment and training options available for F-students, visit the [Working in the United States page](#) and talk with your DSO.

### **Upon Program Completion**

F students must take action to maintain legal status or depart the United States after completing your program of study.

Once you complete your program of study and any authorized period of practical training, F students have 60 days after completion of your program (the program end date on your Form I-20) to leave the United States. If you wish to extend your stay in the United States, talk with your DSO to learn more about doing one of the following:

- Transfer to another school.
- Change your education level (e.g. associate's to bachelor's).
- Apply to change status to another visa status (e.g. H-1B-temporary worker; O-extraordinary ability in science, art or business; P-athlete).

### **Talk with your DSO first**

If you are an F studying in the United States, your DSO should be the first person you talk with if you have any questions regarding the legal requirements of your stay in the United States. Your DSO can assist in answering your questions or help you find someone who can help.

F-1 students should speak with their DSO if you are planning to do any of the following:

- Change your major, program, or degree level.
- Change your education level.
- Transfer to a new school or take a leave of absence.
- Take a break from school.
- Travel outside the United States.
- Move to a new address.
- Request a program extension.

F students may contact SEVP by email at [sevp@ice.dhs.gov](mailto:sevp@ice.dhs.gov) if your DSO is unable to assist you or if you would prefer to ask someone else. In your email, please describe your situation and include any questions you have. SEVP provides responses on a first-come, first-served basis. Answer times may vary depending on the current number of inquiries.

### **Non-Matriculated Student Policy**

Non-matriculated students are non-degree seeking students who enjoy the educational opportunities, resources, and personal experiences UIC provides without committing to a two- or four-year degree program or a Diploma program. Please consider the following when becoming a non-matriculated student:

- There is a \$100 registration fee to become non-matriculated.



- As a non-matriculated student, you are not allowed to take more than 36 credit hours
- If your native language is not English you must pass the English Proficiency test at UIC or provide evidence that you have previously taken any of the test mentioned above in the English proficiency section.
- If you decide that you want to become a regular UIC student you will be required to go through the normal admissions process.

### **Students with documented disabilities**

UIC provides reasonable accommodations to qualified, enrolled students who have provided the institution documented disabilities.

After student need is determined, reasonable accommodations will be provided on a case by case basis. A reasonable accommodation includes a modification, or adjustment, to instructional methods and/or a course, program, service, activity, or facility that enables a qualified student with a disability to have the same opportunity that other students have.

In order to ensure that UIC students with disabilities receive special accommodations, the college has implemented the following procedures:

1. During the admissions process, the applicant identifies that he/she has a disability and provides documentation of it.
2. The Office of Student Services will review the documentation and notify the student if he/she is eligible for accommodations.
3. The Director of Students Services will determine the kind of accommodation needed and whether the College can provide the accommodations for the prospective student.
4. Once the student is admitted and enrolled, the office of student services will provide documentation and instruction to all of the professors who will be teaching the student.

### **Conditional Admission Policy**

Students who are not able to complete all of the admissions requirements may be conditionally accepted to UIC for a maximum of 12 credit hours. Students must complete all the requirements by the end of the conditional period.

### **Reasons for Denying Admissions**

UIC will document reasons for denying admission, and will keep those records on file for at least one year

A student will be denied for admissions if:

1. She/he has not completed the admission requirements,
2. If the submitted documents cannot be verified to be true
3. The college reserves the right to deny admissions to any applicant who in the judgment of the admissions committee or the Admissions Coordinator may not benefit from UIC's educational programs or whose conduct may impact in a negative way the college or its program.

### **Tuition and Fees**

(Effective date: 07/01/2022)

Registration Fee	\$100.00
Tuition per Undergraduate Semester Credit Hour	\$295.00
Tuition per Graduate Semester Credit Hour	\$575.00
Graduation Fee	\$100.00
Transfer Credit Evaluation	\$100.00
Official Transcripts	\$10.00

The Registration Fee of \$100 is a one-time non-refundable fee. Tuition is broken down for each term. Payment of tuition is to be made prior the first day of class each term unless prior arrangement for payment has been agreed upon. The tuition and fees do not include other program cost including, but not limited to: book, supplies, laboratory fees, and other cost associated with the selected program of study. It is the student's obligation to pay this additional cost, and to obtain books and supplies on their own. The graduation fee is to be paid when the student applies for graduation regardless of whether he/she intends to participate in the commencement ceremony.

### **Estimated Total Cost of Books and Supplies per program**

<b>Program</b>	<b>Cost</b>
A.S./B.S. International Business Management	\$1,800
A.S./B.S. Communication and Mass Media	\$2,000
A.S./B.S. Business Administration	\$1,800
A.S./B.S. Travel & Tourism Management	\$1,800
MBA – Master of Business Administration	\$ 2,500

### **Estimated Other Costs**

<b>Others</b>	<b>Cost</b>
Not subject to refund after the five (5)-calendar- day student right to cancel enrollment.	
Official Transcripts	\$10
ACCUPALCER (Proficiency test)	\$15
Credit Transfer Evaluation	\$100
Student ID replacement	\$10

### **Methods of Payment**

Students have the option to make the full tuition payment at the time of signing the enrollment agreement or choose monthly payments as a convenient alternative to pay.

Payments can be made via credit card, check or cash; note, checks must be made payable to Unilatina Corp. Furthermore, students can also make payments on campus or online through a reliable and secure gateway merchant service for payment processing; this system authorizes and processed credit card payments. Students who wish to make online payments can find the link at [www.uinternational.edu](http://www.uinternational.edu) or can directly click on the following link: <https://www.uinternational.edu/payments/>

If you are a Financial Aid recipient, your eligible award(s) will automatically be credited to your account. It is your responsibility to pay any remaining balance owed on the account that is not covered by financial aid. Students can contact the business office in order to make payment arrangements.

## **FINANCIAL AID PROGRAMS**

### **Purpose of the Financial Aid Office**

United International College participates in Federal and State financial aid programs. The college also offers a number of institutional grants and scholarships to eligible applicants. The Financial Aid Office monitors, implements and coordinates all financial aid programs provided by the US Department of Education, states and United International College.

### **Student Eligibility**

To be eligible for federal financial aid programs, a student must complete a Free Application for Federal Student Aid (FAFSA). United International College School Code is 042332. Students who possess a high school diploma abroad must provide UIC with an official evaluation of transcripts made by an International Credential Evaluator Institute in order to be eligible for financial aid.

### **Once completed, students must:**

1. Be accepted for admission
2. Complete the on-line entrance counseling
3. Be enrolled as a regular student, attending classes in a degree or certificate program
4. Be a U.S. citizen or eligible non-citizen;
5. Meet the financial aid satisfactory academic progress policy
6. If you are male; be registered with the Selective Service
  - To register or verify registration (obtain registration number): go to [www.sss.gov](http://www.sss.gov), male students may also register when completing FAFSA.
7. Not be in default on a student loan or owe a repayment of Title IV federal financial aid funds. (A repayment occurs if the student receives financial aid funds, and then withdraws within the first 60% of the term, officially or unofficially, from the College
8. Meet specific criteria for a particular financial aid program.
9. Complete the on-line exit counseling once they are about to graduate

## **Verification**

The U.S. Department of Education requires certain student applicants to verify the accuracy of information provided when applying for federal aid. Any student may be asked to verify application information at the professional discretion of the financial aid officer.

Requirements are applicable to all applicants for federal student aid under the following programs:

The Federal Pell Grant Program

The Federal Stafford Direct Loan Program

Federal Supplemental Educational Opportunity Grants (FSEOG)

Federal Work-Study (FWS)

If a student's application is selected for review by the federal audit system, the Financial Aid Office is required to verify the application information of those students prior to disbursing federal student aid funds. No aid will be disbursed until completion of the verification process and proper submission of additional forms for loans, grants, or other federal aid.

## **Federal Government Grants and Loans**

The federal government provides grant funds for students attending colleges, career schools, and universities. Grants, unlike loans, do not have to be repaid. The major federal student aid grant programs are briefly described below:

### **Federal Pell Grant**

The Federal Pell Grant is available to students who have demonstrated the highest calculated need. The maximum Federal Pell Grant award is \$8,370 for full-time study for the 2022-23 year. The Expected Family Contribution (EFC) calculated from the Free Application for Federal Student Aid (FAFSA) determines this award.

### **Federal Supplemental Educational Opportunity Grants (FSEOG)**

The Federal Supplemental Educational Opportunity Grant is awarded to Federal Pell Grant recipients who have demonstrated the highest calculated need. The average award is between \$100 and \$4,000 per year. Funds are limited and subject to availability.

### **Federal Work-Study**

The Federal Work-Study award provides employment opportunities in various campus offices. Work-Study awards are offered to students with financial need. Students are paid at an hourly rate and receive paychecks every two weeks for the hours worked. The Work-Study hourly wage begins at the current Florida State minimum wage rate. Work-Study will not be credited to the student's account. Students are responsible for finding employment on campus.

### **William D. Ford Federal Direct Student Loan Program (Stafford Loans)**

The William D. Ford Federal Direct Student Loan Program (Stafford Loans) provides low-interest long-term loans to students for education expenses. The lender of these loans is the federal government and repayment is to the U.S. Department of Education. The Federal Direct Subsidized Student Loan is awarded to students with financial need. The rate for loans disbursed on or after July 1, 2022 and before July 1, 2023 will be determined based on the "high yield of the 10-year

Treasury note" plus a statutorily defined "add-on." The Subsidized loan does not accrue interest while the student is enrolled at least half-time. A 1.059% fee is charged to loans first disbursed on or after October 1, 2019 and before October 1, 2020. As of July 1, 2021, new Direct Subsidized Loans will not lose their subsidy benefits before entering repayment and during periods of deferment. If the student is a new borrower on or after July 1, 2013 and before July 1, 2021, certain types of enrollment may have caused you to become responsible for the interest that accrued on your Direct Subsidized Loans when the U.S. Department of Education usually would have paid it. This was called losing interest subsidy.

### **William D. Ford Federal Direct Parent PLUS Loan Program**

The William D. Ford Federal Direct Parent PLUS Loan Program is a loan program available to the parents of a dependent student who is enrolled at least half-time in a degree program. The parent may borrow up to the student's cost of attendance, minus other financial aid. For loans first disbursed on or after July 1, 2022, and Before July 1, 2023, the interest rate is 6.28%. ED is the lender; payment is owed to ED. The maximum amount is the cost of attendance (determined by the school) minus any other financial aid the student receives. The borrower is responsible for the interest from ten days after the date of disbursement. Repayment begins 60 days after the full amount borrowed is disbursed. This means that the PLUS borrower will begin repayment while their student is still enrolled.

If the borrower would like to postpone repayment of the PLUS loan, please visit My Federal Student Aid to view information about all of the federal student loans you have received and to find contact information for the loan servicer or lender for your loans.

## **Scholarships**

### **J.A. Moyano Scholarship**

This award was created to help incoming students who wish to apply and complete an Associate or Bachelor degree at UIC. This scholarship is an academic merit only intended for full-time students.

#### **Award Condition:**

- Scholarship awarded by the Academic Board of United International College.
- Scholarship awarded for up to 30% of the total tuition
- It will be awarded and disbursed as follows: 100% at the time student enrolls in UIC. Scholarship is valid as long as the student fulfills the following conditions each term:
  - Complete 10 hours of service to UIC per academic term. Please present signed work-study form
  - Maintain a CGPA of 3.0 and above
  - Maintain attendance in good standing
  - Make all payments in a timely manner
- In the event that the student decides to withdraw from UIC, all tuition calculations will be made without the scholarship.
- The decision of the Academic Board will be final.

### Supporting Documentation:

- 1- **Personal Essay:** Write an ESSAY about why you deserve to receive this Scholarship. Indicate your objectives. You may want to include information about your educational and personal goals. Write about any special interests or special circumstances that you may wish the Academic Board to consider. Address evidence of leadership as well as your desire to study at UIC. **Essay Format:** Use 8 ½" x 11" white paper; minimum two pages or 1000 words. Times new roman or similar **12pt - Double-space** the body of your essay and use 1" margins all around.
- 2- Include **two letters of recommendation** with your application from previous or current professors or employers. All documentation must be submitted in English or translated into English.
- 3- High School (for Associate degree Students) or Associate Degree (for Bachelor Degree Students) Diploma and Transcripts showing a minimum GPA of 3.0 (Translated into English and evaluated by a by an International Credential Evaluator Agency, if applicable)
- 4- Government-issued proof of ID
- 5- There are 5 JA Moyano scholarships available to be granted for 2022 - 2023, two of them will be awarded to international students. Deadlines: August 5<sup>th</sup> 2022 and December 9<sup>th</sup> 2022.

For more information, contact the Admissions office at (954) 607-4344

### ULI Student ESL Transfer to Associate program Scholarship

This award was created to help students who successfully complete an ESL program with a CGPA of 3.0 and wish to apply and complete an Associate degree at UIC. This scholarship is an academic merit only intended for full-time students

#### Award Condition:

- Scholarship awarded by the Academic Board of United International College.
- Scholarship awarded for 10% of the total tuition
- It will be awarded and disbursed as follows: 100% at the time student enrolls in UIC. Scholarship is valid as long as the student fulfills the following conditions each term:
  - Maintain attendance in good standing
  - Complete 5 hours of service to UIC. (20 per year) Please present signed work-study form
  - Make all payments in a timely manner
  - Maintain a CGPA above UIC's Satisfactory Academic Progress
- The decision of the Academic Board will be final.
- In the event that the student decides to withdraw from UIC, all tuition calculations will be made without the scholarship.

### Supporting documentation:

- 1- **Personal Essay:** Write an ESSAY about why you deserve to receive this Scholarship. Indicate your objectives. You may want to include information about your educational and personal goals. Write about any special interests or special circumstances that you may wish the Academic Board to consider. Address evidence of leadership as well as your desire to study at UIC. **Essay Format:** Use 8 ½" x 11" white paper; minimum two pages or 1000 words.

Times new roman or similar **12pt - Double-space** the body of your essay and use 1" margins all around.

- 2- Official Transcripts showing a GPA of 3.0 or above
- 3- Letter of recommendation from one of your ESL professors
- 4- Government-issued proof of ID
- 5- There are 15 ESL to Associate scholarships available to be granted for 2022 - 2023
- 6- Application Deadlines: August 5<sup>th</sup> 2022 and December 9<sup>th</sup> 2022.

### **MBA Scholarship**

This award was created to help students who plan to successfully complete the MBA degree at UIC. This scholarship is an academic merit only intended for full-time students.

#### **Award Condition:**

- Scholarship awarded by the Academic Board of United International College.
- Scholarship awarded for up to 30% of the total tuition
- It will be awarded and disbursed as follows: 100% at the time student enrolls in UIC. Scholarship is valid as long as the student fulfills the following conditions each term:
  - Maintain attendance in good standing
  - Make all payments in a timely manner
  - Maintain a CGPA above UIC's Satisfactory Academic Progress
- The decision of the Academic Board will be final.
- In the event that the student decides to withdraw from UIC, all tuition calculations will be made without the scholarship.

#### **SUPPORTING DOCUMENTATION:**

- 7- **Personal Essay:** Write an ESSAY about why you deserve to receive this Scholarship. Indicate your objectives. You may want to include information about your educational and personal goals. Write about any special interests or special circumstances that you may wish the Academic Board to consider. Address evidence of leadership as well as your desire to study at UIC. **Essay Format:** Use 8 ½" x 11" white paper; minimum two pages or 1000 words. Times new roman or similar **12pt - Double-space** the body of your essay and use 1" margins all around.
- 8- Government-issued proof of ID
- 9- There are 15 MBA scholarships available to be granted for 2022 - 2023. Deadlines: July 15<sup>th</sup> and December 15<sup>th</sup>. For more information, contact the Admissions office at (954) 607-4344





## **ACADEMIC POLICIES**

### **School Calendar**

**UNITED INTERNATIONAL COLLEGE** operates on a continuous basis throughout the year excluding weekends and legal holidays as listed. Classes will begin every term or every three months. Students may register only at the beginning of a term.

### **Holidays**

Our institution will be closed the following holidays:

Independence Day Holiday - July 4

Labor Day Holiday – September 5

Veteran’s Day – November 11

M. L. King Jr. Birthday January 17

President's Day-February 20

Easter Holiday - April 15

Memorial Day Holiday -May 30

IUC students will be off for the following breaks and vacations:

Thanksgiving Break – November 19<sup>th</sup> – 27<sup>th</sup>

Christmas Vacations: December 10<sup>th</sup> – January 8<sup>th</sup>



Spring Break: March 21st – March 25th  
Spring Vacations: April 30th – May 8th  
Summer Vacations: July 2nd - August 21st

### **Academic Year**

The academic year is divided into 2 semesters (spring and fall) of 15 weeks of instruction and a one-week break. Additionally there is a summer semester of eight weeks. Programs are designed where the student may enroll at the beginning of any semester. The academic year should be a twelve-month year for those students enrolled as full time students.

### **Class Schedule**

Classes are in session from 9:00 am to 11:50 am and 6:00 pm to 8:50 pm, Monday through Friday. Undergraduate Full time students are expected to be registered in at least 12 semester credit hours and Full time graduate students must be registered for at least 9 credit hours. Part-time students must be registered in at least 6 semester credit hours. If a situation arises where the school has to close due to bad weather or any other situation, the administration will contact all the students and inform them of the fact via text message, e-mail or UIC's social media accounts. The maximum number of students per classroom is between 15 to 25 students.

### **Vacation Policy for International Students**

F-1 Students may take one summer vacations after completing one year of full-time studies (full course load) and before starting the second year of studies. Students taking vacation must comply with the following requirements:

- Vacations must be requested 90 days in advance
- Payments will remain the same during the vacation period
- Students may enroll in classes during the vacation period
- Vacations cannot be taken when student has 24 or less credits to complete before graduation
- Due to scheduling conflicts class shifts cannot be guaranteed for students who decide to take vacations

### **Full course of study requirements for post-secondary programs (from USCIS)**

#### **F-1 post-secondary requirements**

F-1 post-secondary students have a number of requirements they must abide by to remain compliant.

- F-1 undergraduate students at a college or university must take at least 12 credit hours per term.
- F-1 students in postgraduate programs at a college, university, conservatory or seminary must take a full course of study as certified by the institution.
- F-1 students in other post-secondary liberal arts, fine arts or other non-vocational or English language learning training programs must meet 18 clock hours per week if the majority is

classroom instruction or 22 clock hours per week if the majority of the program instruction does not take place in the classroom, such as laboratory work.

### **Students' E-mail Mail and Telephone Messages**

All of the official communications happen via the institutional e-mail and UIC's Online Campus. Students are expected to check regularly their email and messages through UIC's Online Campus. Text messages and phone blasts will be sent in cases where massive communication is needed.

### **Definition of a Credit Hour**

This institution uses the semester-hour system to keep track of the student's progress in completing the program. A semester-credit hour represents 15 hours of classroom lecture instruction, or 30 hours of laboratory work, or 45 hours of internship. A minimum of 12 credit hours per semester is required for full time students; a minimum of 6 credit hours per semester is required for part time students.

### **Description of the Course Code Numbering**

Please find below the description of the course code numbering that the college uses. The system contains a code identified with a numbering system. Courses that begin with a 1 are introductory or first year courses. Courses that begin with a 2 are for advanced or second year students. Courses that begin with a 3 or a 4 are for third- and fourth-year students.

ACG	Accounting
ARH	Art History
ATR	Art
BUL	Business Law
CIS	Computer Information Systems
COM	Communication
ECO	Economics
ENC	English
EUH	European History
FIN	Finance
FRE	French
HFT	Travel and Tourism Management
HLP	Health/Leisure/Physical Education
FIL	Film
ITA	Italian
IHD	Integral Human Development
JOU	Journalism
MAN	Management
MAT	Mathematics
MAR	Marketing
MMC	Mass Media Communication
MUT	Music
PCB	Process Biology

PGY	Photography
PHI	Philosophy
PSY	Psychology
POR	Portuguese
PUR	Public Relations
RTV	Radio and Television
SGY	Sociology
SPA	Spanish
SPC	Speech Communication
STA	Statistics
THE	Theater

### **Academic Honesty**

Plagiarism is defined as the use of the ideas, phrases, sentences, or larger units of discourse from another writer or speaker without proper acknowledgment, Plagiarism includes the unauthorized copying of software and the violation of copyright laws. Students who commit plagiarism for the first time, the professor will report the students to the academic director of the institution and a report will be placed in the student's file. Furthermore, the student will receive an F in the assignment. If the student is found committing plagiarism for the second time, the student will receive an F in the course, and will have to re-take it.

### **Library Resources**

UIC's library has both desktop and laptop computers with internet access and appropriate application/software technology available to the students from Monday to Thursday from 8:30 am to 10:00 pm and Fridays from 9:00 am to 2:00 pm. UIC holds a licensed subscription to LIRN databases (library and information resources network), which are available to all registered students both in the UIC library and outside of UIC on their home, laptop, and/or tablet computers. The databases include extensive core collections that contain millions of articles, television and radio transcripts, photographs, video and audio clips, encyclopedias, books and reference titles including Credo Reference Unlimited, Gale Cengage/Info Trac Databases, Proquest databases and Bowker databases. Additionally, UIC holds a subscription to a business module that is built on Proquest's Abi/Inform and Research Library databases, assisting students in necessary research in project-building and/or acquiring information beneficial to their overall learning and scholastic development. Moreover, UIC's automated system (OPALS) allows students to search the library catalog to see what is available as well having the ability to access their own account to verify the circulation books they have checked out during their tenure at UIC.

Library books/materials borrowing limit is set at 5 titles per student per two week session. Students who possess circulation books past the two week period will incur a hold on their registration for the upcoming academic quarter and fees for each day materials are late. Fines for overdue loans are calculated from the due date to the day the items are returned. Saturday, Sundays and public holidays are not included in this calculation. Fees for late textbooks and materials are set at .50 cents per day. Borrowing and renewal privileges will be suspended when the accumulated fines reach \$10.00. Fines have to be paid to restore borrowing privileges.

Members will be informed about their fines through email. Failure to receive library notices is not a valid reason for a waiver of fines. Borrowers are responsible for all materials charged under their library accounts. All fees must be paid to United International College before borrowing privileges are restored and registration holds are listed.

Where an item is lost or damaged, the borrower will be charged for the item. The charges include cost of replacing the title, processing fee of \$21.40 per item (inclusive of 7% GST), and overdue fines (if any). Borrowers are liable for overdue fines, calculated from the date due to the date when the materials are reported lost. A sum of three times the estimated cost of an item will be charged for an out-of-print item reported lost or returned damaged. If you manage to locate your lost item before payment is made, you need only to pay the overdue fines. Borrowers who return items which are damaged but still in repairable condition will be fined \$21.40 (inclusive of 7% GST). All lost or damaged items must be reported to the Library.

### **Graduation Requirements/Placement Assistance**

All students who successfully complete a degree or program will receive a diploma. The student must meet the following graduation requirements in order to graduate and receive a diploma from UIC:

1. Complete all the semester credit hours as required
2. Complete all work and tests required in areas of study
3. Receive a minimum CGPA of 2.0 = C for undergraduate programs and 3.0 = B for graduate programs
4. Meet all financial obligations with the school.

UIC will assist each graduate with job placement; however, the college does not guarantee employment.

### **Transfer of Credits from UIC**

Transfer of credits earned at UIC to another institution is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

### **Attendance Policy**

Students are expected to attend all scheduled College classes for the courses that they are registered in. Attendance is taken daily. Enrolled students are permitted no more than 1 absence in each term. Students missing 2 classes over the course of the semester will receive a one-letter grade deduction from their final course grade; missing 3 or more classes, whether excused or unexcused, 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. Disciplinary steps up to dismissal may be taken for those students who have continuously failed to maintain the prescribed attendance minimums as defined in the Standards of Academic Progress.

## **Attendance Policy for Online Courses**

Students are expected to participate in all weekly discussion boards scheduled for the online courses that they are registered in. Attendance is taken weekly based on mandatory weekly discussion board participation.

-Discussion Board Participation: Students are expected to read the assigned weekly material and (a) post their reactions on the discussion board, and (b) comment on posts of two classmates to facilitate class interaction.

Students who fail to fully participate in the discussion board as described above, will be marked as absent. Two absences will result in a one-letter grade deduction from their final course grade; three absences or more, whether excused or unexcused, will result in failure of course regardless of grade average. Discussion boards will be closed after the due date and students will not be able to submit late work.

## **Verification of identity protection and students' privacy policy**

The purpose of this policy is to make sure that UIC is in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) regarding the verification of student identity in distance education.

All credit-bearing courses and programs offered through distance education methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit.

According to the HEOA, one or more of the following methods must be used:

- An individual secure login and password issued by the College
- Proctored examinations, and/or
- Other technologies or practices that are effective in verifying student identification.

Any online student work, assessments or activities that are graded or contribute to a student's grade must be submitted via a system that verifies the student's identity as noted above.

## **Methodology**

- During the admissions process every student is provided with a unique student ID which is carefully generated by UIC's campus management system.
- After enrollment students receive an online secure network account with a user name and a password which is linked to their student ID, e-mail and UIC online campus where students will have access to their enrolled classes and all of UIC's online campus tools
- First time users must verify their identity by setting up a new complex password and security questions
- Students must authenticate their identity every time they log in to the Online Campus
- Identity is also verified by instructors during virtual lectures and meetings

- Any online student work, assessments or activities that are graded or contribute to a student's grade must be submitted via UIC's online campus

## **Student Privacy**

All methods of verifying student identity in distance learning must protect the privacy of student information. The privacy of students who enroll in online courses at UIC is protected under the College's FERPA policies found on page 53 of this catalog.

## **Student Expectations for Online Programs**

- Distance education method:** Courses will be taught through UIC's Online Campus and Online Live Sessions will be delivered through the same platform. Students must have their camera on during live sessions.
- Admission requirements for online programs:** Admission requirements can be found on page 19 of this catalog. Admission requirements are the same as requirements for on campus students.
- Tests used in determining access to distance education courses and programs**  
UIC does not use Tests in determining access to distance education courses and programs
- Resources and equipment:** Students who enroll in an online course must have a computer with a webcam, headset and Internet access.
- Verification of identity protection and students' privacy**  
See Policy above this section
- Special costs and fees associated specifically with distance education**  
No special costs and fees are charged to distance education students.
- Online Course Live Orientation:** All students registered in any online course are expected to attend an Online Live Orientation through UIC's Online Campus prior to the start date of the course.
- Syllabus:** Students must carefully read their online course syllabus to understand course dynamics and expectations.
- Attendance:** Student attendance will be recorded through weekly discussion board participation. Discussion board entries require students to post reactions on assigned weekly course materials and then comment on posts of two classmates. Students will be marked as absent if students do not fully participate in the discussion board weekly assignments.
- Timely Submission of Assignments:** Students are expected to submit assignments on due dates through UIC's Online Campus Turn-Ins.
- Open Communication with Faculty:** Students must inquire about any assignment that needs more explanation or clarification to faculty members before it is too late to submit assignments on given due dates.

## **Minimum Technical Requirements**

UIC supports its mission using a Learning Management System called Moodle, which is used over the Internet. Moodle enables students and faculty to participate in the online classes, make use of the activities and materials available online 24 hours a day. To run

Moodle effectively users should, as a minimum, use the system components listed on this page. If they do not, Moodle may still work but some functionality may be lost.

- **Operating system**

- Recommended

- Windows 10, Mac OSX High Sierra, iPad IOS10 or higher. It is not recommended to use older versions of operating systems that are out of support such as Windows XP, Vista or Windows 7.

- **Mobile devices**

- At present, some features for the Moodle Mobile app are not supported due to poor performance. We recommend that on a mobile device you log in to UIC Moodle using the web browser unless you are completing an assessment or activity that has a grading component. If you are completing an assessment or activity that has a grading component, we recommend that you use Moodle through a desktop browser.

- **Internet speed**

- Use a broadband connection through USB wireless modem, ADSL2+, T1/T2, fiber optic or cable with the speed:

- \*Viewing lecture recordings or conferencing - at least 5MB/sec

- \*Viewing images and webpages - at least 2MB/sec

- Dial-up access will be significantly slower, and we do not recommend it for using Moodle. Click to check your internet speed.

- **Internet browsers**

- Compatible browsers include:

- Google Chrome 32-bit version 8x or later (recommended for optimal compatibility, this has been thoroughly tested on Windows)

- Safari 14 or later (recommended for optimal compatibility, this has been thoroughly tested on Mac)

- Note that add-ons and toolbars can affect any browser's performance.

- MS Internet Explorer is not recommended*

- If you have any difficulty accessing UIC Moodle, check that you are using one of the supported browsers above before you contact external support.

- If you are using *MS Internet Explorer 9* and experience problems accessing Moodle, visit this page, Fix site display, for assistance.

- **Settings**

- We recommend that the following be enabled:

- \*Cookies

- \*Pop-ups (in both Internet browser and security software)

- \*Javascript

- **Resource viewing**

- We recommend that you use the latest version of Adobe Acrobat Reader.

- To view all the resources uploaded to Moodle, you will probably need to have Microsoft Office (Word, Excel, PowerPoint) or an equivalent (e.g., Open Office, Viewer) installed.

- **Security**

- With all firewalls, ensure that you enable uploading of files.

### **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 5 tardies, the instructor will contact the Academic Director in the Academic Department to request an intervention session with the student. The goal of the intervention session is to develop and implement a program to help students learn practices to save and better manage time.

### **Leave of Absence**

A leave of absence (LOA) may be granted for up to 180 days for reasonable causes like family illness, disability, or emergency. Students requesting LOA submit signed student request form with an explanation and supporting documentation. If student fails to return from the leave of absence, he or she will be considered withdrawn for academic purposes. International students may request LOA for a maximum of 5 months and must depart the USA within 15 days of their request.

### **Make-Up Policy**

Students must complete all requirements for graduation within the stated time frames found in the enrollment agreement. All work and quarter/semester-credit hours that must be made up, due to absences, must be completed within the time frame of the agreement; otherwise, this make-up time will be subject to additional tuition charges as stated in the enrollment agreement.

### **Cancellation and Refund Policy**

The following refund policy will be applied after student has been admitted to the College. If for any reason a student should be terminated or his/her classes need to be canceled, all refunds will be made according to the following refund criteria:

1. Cancellation must be made in person, by electronic mail, certified mail, or by termination notice.
2. All payments received will be refunded in accordance with the tuition and fee refund table below.
3. Refunds will be based on all monies paid directly by the student; any money if received from a government financial assistance program will be returned to such agency.

#### **Withdrawal from individual courses**

4. **During add/drop period:** Students who drop individual courses during the drop/add period specified in the Academic Calendar will receive a refund for the tuition and fees for the course as specified in the tables below.
5. **After add/drop period:** Students who drop individual courses after the drop/add period specified in the Academic Calendar (Week 3 and 4) and in the tables below will receive refund for the tuition and fees for the courses as specified below.

#### **Procedure**

To drop an individual course or courses but remain enrolled in the College, students must obtain an add/drop form from the Office of the Registrar and Financial Department



**Withdrawal from the college**

6. Students who register but do not attend classes or who withdraw from the College for any reason after attending classes will receive refund or credit according to the graph below.

**Procedure**

Students withdrawing from the College must do so, by electronic mail, certified mail, or by obtaining a withdrawal form from the Office Student Services. The effective date of withdrawal will be the date on which the notice is received. Once the withdrawal notice is received the billing office will calculate the refund if any, according to the tables below.

<b>Refund Table</b>	<b>15 Week Class Meetings</b>
Student is entitled to upon withdrawal/Cancelation	Refund
Within first 3 days after signing enrollment agreement.	100%
Withdrawal during Week 1 (Add/Drop Period)	100%
Withdrawal during Week 2 (Add/Drop Period)	100%
Withdrawal during Week 3	30%
Withdrawal during Week 4	No refund

<b>Refund Table</b>	<b>6 – 8 Weeks Class Meetings</b>
Student is entitled to upon withdrawal/Cancelation	Refund
Within first 3 days after signing enrollment agreement.	100%
Withdrawal after 1 <sup>st</sup> Class Meeting (Add/Drop Period)	100%
Withdrawal after 2 <sup>nd</sup> Class Meeting (Add/Drop Period)	100%
Withdrawal after 3 <sup>rd</sup> Class Meeting	30%
Withdrawal after 4 <sup>th</sup> Class Meeting	No refund

\* If a student repeats any Program course, the student must pay all of the then current tuition and fees applicable to such Program course. \*

For purposes of determining the percentage of refund, the first week of classes will be considered the start of the semester. A week is considered Monday through Friday. All refunds hereunder shall be made by the College within thirty (30) days of the date that the College determines that the student is eligible for a refund. Student must claim refunds within one calendar year.

**RETURN OF TITLE IV FUNDS POLICY**

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period. If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

Official Withdrawal Process: If a student wishes to withdraw from school, they must obtain and fill out a withdrawal form from the Office Student Services and Academic Affairs and take it to the registrar office. The date the notification is received is the date of determination.

For unofficial withdrawals a student's withdrawal date at UIC is the last day of physical attendance. The date of determination is 14 days after a student ceases attendance. For attendance taking schools, aid received post LDA and prior to DOD is aid that could have been disbursed.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans or Direct PLUS Loans, FSEOG, TEACH, and Iraq Afghanistan Service Grants (IASG) during the period of enrollment.

The percentage of Title IV aid earned is equal to the calendar days completed in the period divided by the total calendar days in the period (excluding scheduled breaks of five days or more **AND** days that the student was on an approved leave of absence). After the 60% point the student is considered to have earned 100% of the aid for the period.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than 45 days after the date of determination. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account.

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student. The following Title IV return distribution is used for all FSA students.

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Graduate Student)
4. Direct PLUS Loan (Parent)
5. Federal Pell Grant
6. FSEOG
7. Iraq Afghanistan Service Grant

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination.

The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

**VA PENDING PAYMENT COMPLIANCE**

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student’s enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students will be required to produce the VA Certificate of Eligibility (COE) by the first day of class.

**STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

All students are required to meet the standards of academic performance that are outlined in the sections below and they are evaluated regularly to determine that the standards are met. These standards have various components: a minimum cumulative grade point average (CGPA) of 2.0 for undergraduate programs and 3.0 for graduate programs; a minimum successful completion rate of 75% based on all credit hours attempted; and, a maximum time frame 1.5 times of the normal program length to successfully complete all required credit hours.

As described below, each student must achieve the minimum CGPA within the maximum time frame established, achieving the **required completion rate of 75%** at each evaluation point. Failure to meet these standards may result in dismissal from the college. Our institution is committed to assist all of our students in order to provide an optimal learning experience so that they will be able to succeed in achieving their educational goals.

**Maximum Time Frame of Program Completion**

The Maximum time frame of program completion (MTF) is defined as 1.5 times of the normal program length:

	Normal Program Length	Maximum Time Frame
A.S. in Business Administration	60 Semester Credit Hours	90 Semester Credit Hours
A.S. in International Business Management	60 Semester Credit Hours	90 Semester Credit Hours
A.S. in Travel and Tourism Management	60 Semester Credit Hours	90 Semester Credit Hours
A.A. in Communications and Mass Media	60 Semester Credit Hours	90 Semester Credit Hours

B.S. in Business Administration	120 Semester Credit Hours	180 Semester Credit Hours
B.S. in International Business Management	120 Semester Credit Hours	180 Semester Credit Hours
B.S. in Travel and Tourism Management	120 Semester Credit Hours	180 Semester Credit Hours
B.S. Communications and Mass Media	120 Semester Credit Hours	180 Semester Credit Hours
Master in Business Administration	36 Semester Credit Hours	54 Semester Credit Hours

The MTF for transfer students will be adjusted individually according to the total number of clock hours or quarter credit hours they successfully transferred into any of the programs. The total number of hours the transfer student needs to complete the program will be multiplied by 1.5 to determine that student's MTF.

**Satisfactory Academic Progress (SAP) Evaluation**

Student progress is constantly monitored by UIC's academic department. Satisfactory Academic Progress is evaluated annually at the end of a payment period for all degree programs. Additionally, the college performs progress reviews at the end of each payment period (semester) for all programs.

1) **Academic Warning:** Students are to be placed on Academic Warning as a consequence of not making satisfactory progress at the end of each payment period (semester). Warning status lasts for one payment period/term only, during which the student may continue to receive FSA funds.

- Students who make satisfactory progress by the end of the warning period are removed from academic warning.
- Students who fail to make satisfactory progress by the end of the warning period are placed on probation and lose their aid eligibility unless they successfully appeal.

2) **Academic Probation:** When students lose FSA eligibility because they failed to make satisfactory progress after Academic Warning, they may appeal that result on the basis of: injury or illness, the death of a relative, or other special circumstances. The appeal must explain why they failed to make satisfactory progress and what has changed in their situation that will allow them to make satisfactory progress at the next evaluation. The academic Director will determine, based on the appeal, if the student would be able to meet the SAP standards by the end of the subsequent payment period (terms/semester). If the appeal is approved the student will be placed on academic probation. The student would be placed on Academic Probation and will regain eligibility to receive FSA funding for a subsequent payment period term. Students who do not or cannot Appeal the Academic Probation will lose FSA eligibility and will be placed on Academic Probation.

- Students who regain to make satisfactory progress after the probation period are removed from academic probation.

3) **Academic Plan:** Students who fail to make satisfactory progress by the end of the warning period may only continue to receive aid if they successfully appeal and are placed on an academic plan that is established with the academic director or lead program director. The goal of the academic plan is to ensure that the student is able to meet UIC's satisfactory progress standards by the end of the subsequent payment period/term.

- Students who regain to make satisfactory progress and successfully meet the terms of the academic plan can receive Title IV aid.
- Students who fail to make satisfactory progress by the end of the Academic Plan Period lose their aid eligibility and will be dismissed from the college.

### **Academic Appeals**

Any student who has been placed on academic warning, probation or dismissal and feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal within 10 business days of the SAP notification with supporting documentation to the Academic Director who will determine, based on the appeal, if the student would be able to meet the SAP standards by the end of the subsequent payment period. If the student's appeal is granted, the student will be placed on Academic Probation or Academic Plan depending on the student status at the time the appeal is filed.

### **Academic Dismissal**

Any student who has been academically dismissed will not be considered for readmission to UIC until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the institution, and retake any failed classes before proceeding to other courses. Students SAP standing when they leave the college will be the same upon returning.

### **Records and Grading System**

Registrar plans, organizes, coordinates, and directs the operations of the Records Department, including the registration of students, maintenance, security, and preparation of student records, attendance, and graduation functions. The registrar officer ensures that a transcript per term is maintained for each student in his or her files in the respective folder in the institutional Google Drive. Official transcripts are produced and printed from the institution's school management software called FAME, where all the student records are kept safely on the server.

Only authorized administration personnel, officials, Education Department officials, and the student will have access to the records. No records will be released without the expressed written consent from the student or parent/legal guardian (if student is a minor) to any one requesting such information. In the case of a minor, defined as a student under the age of eighteen, the parents or legal guardian will be given access to the student's records without the consent of the student.

Final grades for each term are recorded and given to the students at the end of the term. Grade Point Average (GPA) is calculated by adding the grades received for all work for the term and divided by the number of grades. Unless otherwise indicated, each grade earned is calculated into the student's cumulative grade point average (CGPA). Assignments are expected to be graded within one week of submission. The following are the grades and their values used in the calculation of the GPA and CGPA:

<u>Grade</u>	<u>Scoring %</u>	<u>Points</u>
A	96 - 100	4.0
A-	90 – 95	3.7
B+	87 - 89	3.4
B	84 - 86	3.0
B-	80 - 83	2.7
C+	77 - 79	2.4
C	74 - 76	2.0
C-	70 - 73	1.7
D	60 - 69	1.0
F	0 - 59	0.0
I		0.0
W		----
WP		----
WF		0.0
TC		-----
P		-----
NP		-----

### **Course Failure (F)**

An F grade counts towards the CGPA of students enrolled in the Diploma, Associate and Bachelor degrees. The course must be repeated to successfully achieve the course objectives. For Associate and Bachelor degree students, poor courses, D grades, must be repeated when the course is a core course. If a course is repeated, each attempt counts towards the rate of academic progress.

### **Course Incomplete (I)**

Faculty may award a student an incomplete grade when the student is not able to complete all the course objectives due to extenuating circumstances. A student who receives an (I) grade must complete all the work within three weeks from the end of the term. Incomplete courses not completed within the time frame allowed will automatically receive F grades.

### **Transfer of Credits to UIC**

A student may be given credit hours after an evaluation of officially sealed transcripts are received directly from the other educational institution accredited by an agency recognized by the United States Department of Education. Credits will be evaluated course-by-course in order to assure that the applicant meets all course prerequisites.

Students who possess a degree abroad must provide UIC with an official evaluation of transcripts made by an International Credential Evaluator Institute. Additionally, students must provide UIC detailed syllabi of the courses to be transferred, if requested by the academic director. Student tuition's account will be adjusted to reflect the reduced hours of training.

UIC will only receive transfer credits for passing credits or above. Transfer credits are not calculated in the CGPA. The maximum time frame (MTF) for a transfer student will be 1.5 times the total

semester credit hours needed for program completion. No courses over 15 years old will be accepted for credit at United International College unless approved by the academic director.

There is a \$100.00 for evaluation. At least 25 percent of the semester credit hours are required for completion of any of our undergraduate programs and 50 percent of any of our graduate programs must be earned through UNITED INTERNATIONAL COLLEGE.

### **Transfer of Credits within programs at UIC**

In the event that a student decides to change programs, all valid credits previously taken will be automatically transferred. Transferred credits within programs are not calculated into the CGPA. All credits attempted count toward the total program length of 1.5 times the numbers of semesters required for completion of the major program.

### **Effect when seeking additional credentials**

In the event that a student decides to seek an additional credential after obtaining a degree at UIC all valid credits previously taken will be automatically transferred. The maximum time frame (MTF) for a student seeking an additional degree will be 1.5 times the total clock/quarter/semester credit hours needed for program completion. Transferred credits for additional credentials are not calculated into the CGPA.

### **Course Withdrawal (W)**

A withdrawal (W) grade is a final grade entered for a course for those students who decide to withdraw in writing by filling out the add/drop form before the term deadline for withdrawals. A withdrawal grade is not included in the calculation of the student's CGPA and it is not added to the hours attempted.

### **WP Grade**

A student who formally withdraws from a course after the add/drop period and who has earned an overall score of 2.0 or higher by the time of the withdrawal will be assigned a grade of WP for the course. The WP grade is not included in the calculation of the CGPA it is added to the hours attempted.

### **WF Grade**

A student who formally withdraws from a course after the add/drop period and who has earned less than an overall score of 2.0 by the time of the withdrawal will be assigned a grade of WF for the course. The WF grade is included in the calculation of the CGPA it is added to the hours attempted.

## P Grade

A student who successfully passes a comprehensive examination with 70% will be assigned a grade of P for the course for which the exam was taken. The P grade is not included in the calculation of the CGPA and it is not added to the hours attempted.

## NP Grade

A student who does not pass a comprehensive examination will be assigned a grade of NP for the course for which the exam was taken. The NP grade is not included in the calculation of the CGPA and it is not added to the hours attempted.

## CLEP Policy at United International College

UIC welcomes students from a wide variety of backgrounds and learning experiences. Many students come to our institution with a firm grounding in a particular discipline. We recognize their prior learning by accepting a full range of College-Level Examination Program® (CLEP®) exams, which measure mastery of college-level, introductory course content.

Students who achieve required credit-granting scores on these exams can earn the credits and course exemptions listed below. Students who have failed a class cannot take a CLEP exam to replace the grade of the failed credits. In order to earn a degree from UIC, at least 25% of the credits must be earned through the institution. Financial Aid does not cover the expenses of the CLEP exam at the testing center.

Visit a Testing Office or call to register for an examination.

<u>CLEP Examination</u>	<u>Credit-Granting Score</u>	<u>Credit Hours Granted</u>	<u>Equivalent Course</u>
<b>Composition and Literature</b>			
College Composition	50	3 credit hours	ENC 134, 224
<b>World Languages</b>			
Spanish Language, Level 1	50	3 credit hours	SPA 101
<b>History and Social Sciences</b>			
Introductory Psychology	50	3 credit hours	PSY 201
Introductory Sociology	50	3 credit hours	SGY 201
Principles of Microeconomics	50	3 credit hours	ECO 307
Western Civilization I: Ancient Near East to 1648	50	3 credit hours	EUH 221
Western Civilization II: 1648 to the Present	50	3 credit hours	EUH 221



<b>Science and Mathematics</b>			
College Algebra	50	3 credit hours	MAC 115
<b>Business</b>			
Financial Accounting	50	3 credit hours	FIN 207
Introductory Business Law	50	3 credit hours	BUL 114
Principles of Marketing	50	3 credit hours	MAR 106

Additional credits may be granted as electives. Please contact your academic advisor before taking CLEP exams not mention in the table above.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

We respect your time and desire to help you improve yourself. We know education cost you money, time, effort, and sacrifice. We do not want all of this to go to waste; therefore, here at **UNITED INTERNATIONAL COLLEGE**, we want you to be aware of your rights as a student, as well as your responsibilities to the school.

#### Your rights

1. To ask for the name and address of the licensing organization, in case that you may have to lodge a complaint that may have gone unresolved at the school level.
2. To have facilities and services available to the handicapped.
3. To know how Satisfactory Academic Progress is determined, if you are making satisfactory progress and consequences if the level of progress is not meet.
4. To be thoroughly informed regarding UIC's programs, services, staff and facilities.
5. To be thoroughly informed about the cost of attending and the UIC's policies regarding refunds for students who withdraw.
6. To be thoroughly informed regarding student graduation rates and employment rates.

#### Your responsibilities

1. To read all information regarding our programs and services before you enroll.
2. To read, understand and keep copies of all forms you are asked to sign.
3. To notify the College if you change your home address, phone number or attendance status.
4. To make sure you understand the College's Refund policy.
5. To try you best.

### **Student Grievance Procedure**

Students who need to solve any problem or have any complaint should contact their academic advisor or any parties involved in the situation of concern through a written manner. After an evaluation and consideration of the students' situations, there is an initial attempt to solve the matter. If the situation cannot be resolved, the student is encouraged to fill out a formal complaint using the Student Complaint Form, which is addressed within ten business days of submission through a memorandum format. For unsolved matters, contact the Commission for Independent Education at 325 West Gaines Street Suite 1414, Tallahassee, FL, 32399-toll free telephone number 888/224-6684 or the Accrediting Council for Independent Colleges and Schools at 1350 Eye Street, NW, Suite 560 Washington, DC 20005 Telephone number 202.336.6780

## **SCHOOL RULES AND REGULATIONS**

### **Code of Conduct**

Students are expected to conduct themselves in a manner that will reflect the integrity, respect and professionalism. The following rules and regulations have been established to guarantee an atmosphere conducive to continuous high levels of education.

1. Students are required to wear clothing that will not be offensive to others or may be unprofessional. For safety, proper footwear must be worn.
2. Students must be in class on time. Students who are late fifteen minutes may not be admitted to class.
3. Students must be responsible for all of their personal belongings.
4. Smoking is not permitted anywhere inside the school building.
5. Eating or drinking is only allowed in designated areas.
6. Students are responsible for their personal hygiene and appearance.
7. Students must complete all assignments and respectfully follow the direction of the instructor.
8. Personal phone calls will not be permitted during class time, unless they are of an emergency nature.
9. All cellular phones must be turned off at the start of class as to not interrupt or create a distraction in class. If the phone has a vibrating feature, you may leave it on.
10. Weapons of any kind are strictly prohibited in school property and grounds.

### **Disciplinary Actions**

Any breach of the above-mentioned rules may lead to disciplinary actions up to and including probation for an academic term/semester or dismissal. Any kind of vandalism or willful damage to school property or disruptive actions will be grounds for immediate probation or dismissal.

### **Disciplinary Appeals**

Any student who has been placed on probation or dismissal and feels that there were mitigating circumstances that caused him or her to fail to follow the college rules and regulations, may file a written appeal within 10 business days of the notification with supporting documentation to the Student Services Director who will determine if the appeal is granted or not. If the student's appeal is granted, the student will be removed from probation or dismissal.

### **Disciplinary Dismissal**

Any student who has been dismissed will not be considered for readmission to UIC until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time and satisfy any outstanding financial obligations to the institution.

## **CONSUMER INFORMATION**

### **Alcohol Beverage and Drug Policy**

United International College, in accordance with state laws, has adopted the following policy on alcohol and drugs consumption. UIC recognizes that the unlawful manufacture, sale, delivery, unauthorized possession or use of any illicit drug is prohibited on property owned or otherwise

controlled by UIC. If an individual associated with the college is apprehended for violating any drug-or alcohol-related law when on college property, or participating in a college activity, UIC will fully cooperate with all law enforcement agencies. Underage possession or consumption of alcoholic beverages is not permitted on property owned or controlled by the College and the state laws will be enforced. Intentionally or knowingly selling, or intentionally or knowingly furnishing alcoholic beverages to persons under the age of 21, or to persons obviously inebriated, is not permitted on property owned or controlled by the College. Any student caught under the influence of any such substance will be subject to penalties including dismissal from the College. A student may lose eligibility for any grant, loan, or work-study assistance as a result of penalties under 484(r)(1) of the HEA.

Students or faculty involved or in recovery from alcohol or drug problems seeking assistance can contact:

Dr. Lina Maria  
School Counselor  
3130 Commerce Parkway Miramar, Florida 33025  
(954) 607 – 4344

Additionally, if you're seeking treatment, you can call the Substance Abuse and Mental Health Services Administration's (SAMHSA's) National Helpline at 1-800-662-HELP (1-800-662-4357) or go to [www.findtreatment.samhsa.gov](http://www.findtreatment.samhsa.gov) for information on hotlines, counseling services, or treatment options.

### **Campus Security & Crime Awareness Policies**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, is contained (along with other security-related disclosure requirements) in section 485 of the Higher Education Act, codified at 20 U.S.C. § 1092. It requires all postsecondary education institutions to keep records and report annually on the nature, date, time, and place of crimes occurring on campus, including hate crimes. It also prescribes a number of security-related protocols for emergency response procedures, timely notifications for on-campus crimes, etc.

A copy of United International College's Annual Campus Safety and Security Report (also known as our Annual Security Report, or ASR) and Drug and Alcohol Abuse Prevention Programs is available at office of Student Services. This report is distributed in compliance with the Clery Act.

### **Preparing the Annual Disclosure**

The Academic Director, serving as the campus security authority (CSA) for the school, has the responsibility of gathering the data used to prepare the annual campus crime statistics report. Campus crime data is gathered the same day that it is reported. The data is obtained from reports made to local law enforcement. Crimes are counted in the disclosure based upon the crime having been reported, not whether there was a conviction. Data is obtained annually from local law enforcement and compared with the data gathered at the College. The resulting data is used to prepare the annual crime statistics report.

The ASR is published and distributed by October 1 of each year to current students and employees. A notice of the ASR's availability is also provided to prospective students and employees, with a notice that a paper copy is available upon request. A copy of the 2016 ASR is available on the institutional web site.

### **Copyright Infringement Policy**

#### **Purpose**

The purpose of the Copyright Infringement Policy is to comply with copyright law for the use of copyrighted material on UIC computer systems and networks. In addition, this policy seeks to make aware to all users the seriousness as well as possible consequences for unauthorized use of copyrighted material. It is illegal. This policy applies to all users and subscribers of the UIC Network. Users are required to comply with the legal safeguards provided for copyrighted and licensed works.

#### **What is Copyright?**

"Copyright is a form of protection provided by the laws of the United States (title 17,U.S. Code) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to do the following:

- To reproduce the work in copies or phony records;
- To prepare derivative works based upon the work;
- To distribute copies or photo records of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
- To perform the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works;
- To display the copyrighted work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work; and
- In the case of sound recordings, to perform the work publicly by means of a digital audio transmission."

US Copyright Office ([www.copyright.gov](http://www.copyright.gov))

#### **Policy**

UIC strictly prohibits any and all of the following: copyright, trademark, patent, trade secret or other intellectual property infringement, including but not limited to using any copyrighted names, text or images, offering pirated computer programs or links to such programs, serial or registration numbers for software programs, copyrighted music, etc., as policy on the use of copyrighted material on the Institution's computer systems and networks.

UIC respects the copyrights of those involved in creating and distributing copyrighted material, including music, movies, software, and other literary and artistic works. It is the policy of UIC to comply with copyright law. If users utilize copyrighted materials for educational, instructional, research, scholarship and like arenas, the college will follow the legal doctrine of fair use currently

a part of the copyright law. The college's users will not make unauthorized copies of copyrighted material on or using UIC computer systems, networks or storage media.

This is inclusive of utilizing unlicensed/unauthorized peer-to-peer file services that would promote copyright infringement. UIC reserves the right to monitor its computer systems, networks and storage media for compliance with this policy, at any time, without notice, and with or without cause. Additionally, the college reserves the right to delete from its computer systems and storage media, or restrict access to, any seemingly unauthorized copies of copyrighted materials it may find, at any time and without notice.

Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include termination, expulsion and other legal actions.

### **Constitution and Citizenship Day**

The legislation requires that all educational institutions that receive federal funds implement educational programs relating to the United States Constitution on September 17<sup>th</sup> of each year. September 17<sup>th</sup> was selected as the date for celebration due to the fact that on September 17<sup>th</sup>, 1787, the delegates to the Constitutional Convention met for the last time to sign the United States Constitution and presented it to the American public. When the 17<sup>th</sup> falls on a weekend date, constitution Day will be held on the Friday prior to the 17<sup>th</sup>. In commemorate of Constitution Day, the UIC library sponsors various workshops and activities. Students will be invited via e-mail, school bulletin and through our social media sites.

### **Sexual Harassment Policy**

United International College does not tolerate sexual assault against females or males, whether committed by a stranger or by an acquaintance. The college attempts to protect members of the school community, including visitors, from sexual assaults and offers any student, faculty or staff member who survives a sexual assault that occurs within the context of the school community the support necessary to enable them to continue to pursue their academic or career goals.

### **Anti-Hazing Policy**

United International College strictly prohibits hazing of any kind.

According to Florida Statute 240.36 hazing is defined as:

1. Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, or which willfully destroys or removes public or private property for the purpose of initiation or admission into or in affiliation with , or as a condition for continued membership in any organization operating under the sanction of the College.

2. Such actions include but are not limited to: any physical brutality such as paddling, forced calisthenics, exposure to the elements; forced consumption of any food, liquor, drug, or any other substance; creation of excessive fatigue; psychological stress; engaging in public stunts; morally degrading or humiliating games or activities; and any other activity that is not consistent with the College's rules and regulations.

Hazing is illegal and dangerous. Students who engage in hazing activities are subject to penalties up to dismissal from the College. Organizations that authorize hazing activities are subject to penalties that may include recession of permission to operate at United International College.

### **Policy on Secondary Confirmation FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - ✓ School officials with legitimate educational interest;
  - ✓ Other schools to which a student is transferring;
  - ✓ Specified officials for audit or evaluation purposes;
  - ✓ Appropriate parties in connection with financial aid to a student;
  - ✓ Organizations conducting certain studies for or on behalf of the school;
  - ✓ Accrediting organizations;
  - ✓ To comply with a judicial order or lawfully issued subpoena;
  - ✓ Appropriate officials in cases of health and safety emergencies; and
  - ✓ State and local authorities, within a juvenile justice system, pursuant to specific State law.

UIC may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. UIC notifies parents and eligible students annually of their rights under FERPA in the updated student catalog. UIC keeps a record of each request for access and each disclosure of personally identifiable student information to other parties. The record of the request

and disclosure identifies the parties who requested the information and their legitimate interest in the information. This record is maintained in the student's file as long as the educational records themselves are kept .For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

### III. STUDENT LIFE AND SERVICES

The Institutional Well-Being office is in charge of all student activities and complementary actions to the school's mission, which support the development of the primary functions of the organization. The purpose of the wellbeing office is the permanent search of the "Being good", trying to obtain the affective, physical and social development of all people whom join the **UNITED INTERNATIONAL COLLEGE** family as students, professors, administrative personnel and the directors. For this purpose, **UNITED INTERNATIONAL COLLEGE** counts on the following services and events:



*Halloween 2021*



*Thanksgiving Celebration 2021*

#### **New Student Orientation**

Each new student will participate in an orientation seminar before the regular class calendar begins. Its purpose is for the new student to become familiar the group of current students, faculty, administrative personnel and the directors. Students will also acquire knowledge about the academic service processes and procedures as much as the administrative well-being office. In addition, students learn about the processes of enterprise formation, the curricula for world globalization and emotional intelligence.

#### **Counseling Office**

The main purpose of the Counseling Office is to assist students in their own development, including career planning, and skills building. All students in need of objective insights or merely have the "need of someone to lend an ear" are encouraged to make good use of this service.

This is usually accomplished through one-on-one counseling, although it also gives opportunities for group interaction on certain topics and outreach programming for students, teachers, and administrative personnel. Students are encouraged to discuss with their instructor, any problem that may be affecting their academic progress. If the student does not feel comfortable talking with the instructor, the student may request a counseling session with the School Counselor to try to resolve the situation. Records of counseling will be maintained in the student's file. The school only offers academic, skills building and career planning services. Personal needs counseling will need to be referred to a licensed professional in the community.



### **Academic Advising**

The office of academic advising is open to all students needing advice. Please contact either your program lead or the academic director in order to arrange meeting times to discuss academic matters.

### **Student Placement Assistance**

The institution will assist the student with employment but cannot guarantee job placement. The school has a professional relationship with local businesses, governmental and private agencies for a small business boost, or for employee development organizations that will keep the goals of promoting our students and making positions available in their area of studies. The services of the student's placement assistance include the following:

- Presentation of the student before the organisms of promotion of small business.
- Information on federal programs of support to small businesses.
- Personal employment guidance on resume writing, interviewing and job search strategies.
- Literature describing opportunities with employers.
- Internet listing of current jobs openings, including Co-op and Internships.
- Campus interviews by representatives of business, industry, and government.
- Internet listing of business opportunities and part time and summer employment plans.

### **Tutoring and Testing**

UIC offers tutoring services in order to support the academic activities of the college. Students who need tutoring services to enhance their learning experiences in either in general or core classes are encouraged to make an appointment with their academic advisor in order to request a tutor. Tutoring can be done by either recommendation of the professor, the Academic Director when checking student progress or requested by the student. Testing services are offered by appointment for those who wish to take the Language Proficiency test

### **Writing Center**

The UIC's Writing Center offers tutoring services for students to learn the best English writing mechanics. Students must book their tutoring appointment 24 hours in advance by visiting <https://www.uinternational.edu/academics/writing-center/>

Students should consider the following in preparation to the tutoring session:

Assignment guidelines

Relevant questions

Session Objective

Be prepared to discuss with the instructor your level of understanding of the assignments.

### **Student Art Showcase**

"Student Art Showcase" is a social, educational and cultural event celebrated at the end of the Spring and Fall semesters. It consists of students showcasing their best work during the semester. Selected courses that participate in this Student Art Showcase are Photography, Drawing, Documentaries, Speaking on Radio, Animation and Business Expo. Students, faculty and local entrepreneurs attend this event to learn about the ongoing learning of UIC students.

## Annual Entrepreneurial Conference

This annual conference is especially designed for those students who wish to become entrepreneurs and conquer new markets, internationalize their enterprises, and establish business contacts in South Florida.

Influential South Florida entrepreneurs serve as panel or keynote speakers for the conference. Topics include and are not limited to modern marketing strategies; international market and regulations; investments, credits, mass media and communications, tourism, and real estate in south Florida. The interaction of entrepreneurs with our academic community allows the student participants to learn from the experiences of successful entrepreneurs, who daily contribute to the strength of the economy.



*Entrepreneurial Conference 2019*

## **Health and Prevention**

UIC strives to promote the importance of taking care of the physical and mental health of each individual. The institution offers free health fairs on campus where students have access to free blood tests, doctor consultations and informative sessions about preventive medicine.

All students must have medical insurance while in the USA. It's the student's responsibility to obtain health insurance with appropriate coverage. Although UIC does not offer insurance plans, students can request an appointment with the college's health insurance advisor.

## **Student Record Services**

Registrar plans, organizes, coordinates, and directs the operations of the Records Department, including the registration of students, maintenance, security, and preparation of student records, attendance, and graduation functions. The registrar officer ensures that a transcript per term is maintained for each student in his or her files in the respective folder in the institutional Google Drive. Official transcripts are produced and printed from the institution's school management software called FAME, where all the student records are kept safely on the server.

The students will be able to obtain a listing of the grades per semester. Students who desire to request a copy of their official transcripts will be charged a fee of \$10.00; they will be mailed to them or sent to the institution or organization of their choice. Official transcripts will have the Registrar's office signature and institutional seal.

## **Safety Policy During Social and Recreational Activities**

During social and recreational activities, all students must be accompanied by faculty or staff members. The following checklist must be reviewed by the event organizer before beginning any non-academic activity.

- Students are wearing appropriate clothes for the activity
- If activity is off campus, event organizer must check that students are able to drive to the activity location or school is providing safe means of transportation for such event
- The use of alcohol and illegal substances is strictly prohibited
- Activity should not compromise student safety
- Activity should not encourage any student to perform any physical movement in which student is not comfortable doing
- All students must sign a waiver prior to the activity

## **Housing**

United International College does not provide housing opportunities for its students on or off-campus. It is the sole responsibility of each student to find his/her own accommodation and lodging during each academic year. However, the institution can connect students with a real state agency if requested. In addition, as part of community services, students are encouraged to share their housing options. In this case, the Admissions Department connects students within the institution based on their accommodation needs or offers.

### **Description of Physical Facilities**

The school is located in Miramar, Florida in a one-story masonry structure, with 8100 square feet of space. The physical layout consists of a president's office, an administrative office, an academic office, eight classrooms, a big conference room, a computer lab, a media center/study hall, a break room, a recreational area with ping pong tables and two restrooms. There is also a section for the program directors, the staff and the administrative personnel. The physical plant is located the Miramar park of commerce facing Miramar Parkway for easy access. Besides having plenty of parking and being very accessible to I-75 and Florida's Turnpike, there is convenient public transportation. The parking facilities are sufficient for all students. Unusual Drivers with physical problems will be given special consideration.

The College complies with all the provisions of Section 504 of the Rehabilitation Act of 1973 where it states that any qualified, handicapped individual, regardless of handicap, shall not be denied the opportunity or be excluded from enrolling in a school program.

The physical plant has been designed taking in consideration the needs of handicapped students by providing the following: Handicapped parking and ramps, handicapped accessible restrooms, doorways, halls and aisles wide enough for wheelchairs.

## IV. PROGRAM OUTLINES

### Associate Degrees

#### BUSINESS ADMINISTRATION

60 Semester Credit Hours

**Credential Issued:** Associate in Science

**Prerequisites:** Please find each course prerequisite in the Course Description section of this catalog.

**Modality:** Hybrid

#### Program Objective

1. To prepare students for the labor market so that they may assume management or supervisory entry level positions in business, industry, and government.
2. To prepare students for the creation of small business.

#### Program Description

Upon completion of the program, the student will be able to participate in the business sector by:

1. Planning, organizing, directing and controlling a business, with emphasis on selected theories of management and decision making and particularly the knowledge and understanding necessary for managing people and functions.
2. Interpreting, applying and analyzing the different principles and management theories
3. Structuring and executing plans and strategic programs for the development of the company, human talent, remuneration, well being and personnel development.
4. Demonstrating an understanding of entrepreneurship.

#### Program Curriculum

Course Number	Course Title	Credit Hours
	<b>General Education Credits</b>	<b>15</b>
MAC 115	College Algebra	3
ENC 134	English Composition I	3
ENC 224	English Composition II	3
EUH 221	Western Civilization	3
PHI 225	Critical Thinking	3
	<b>Core Credits</b>	<b>18</b>
MAN 104	Introduction to Management	3
BUL 114	Business Law	3
ACG 102	Principles of Accounting	3
MAN 223	Business Expo	3
MAR 106	Principles of Marketing	3
IHD 136	Self-Empowerment	3

Course Number	Course Title	Credit Hours
	<b>Recommended Electives</b>	<b>39</b>
CIS 235	Microsoft Technology Applications	3
SPC 134	Introduction to Public Speaking	3
FIN 207	Financial Administration	3
IHD 138	Personality Enneagram	3
COM 242	Business Communication	3
MAN 211	Human Resources Management	3
MAN 224	Business Planning	3
MAN 212	Social Media	3
HLP 131	Stress Management and Yoga	3
CIS 235	Microsoft Technology Applications	3
SPC 134	Introduction to Public Speaking	3
<b>TOTAL:</b>		<b>60</b>

All Credit Courses from within this division or any other division can be used as recommended Electives.



*Jewelers International Showcase Business Communication Course Field Trip*

## **TRAVEL AND TOURISM MANAGEMENT**

60 Semester Credit Hours

**Credential Issued:** Associate in Science

**Prerequisites:** Please find each course prerequisite in the Course Description section of this catalog.

**Modality:** Hybrid

### **Program Objective**

1. To prepare students for the labor market to assume entry-level management or supervisory positions in the travel and tourism industry.
2. To prepare students for the creation of small business.

### **Program Description**

The student who finishes and approves this program will be able to participate in the business sector by:

1. Planning, organizing, directing and controlling a business within the Travel and Tourism Industry, including travel agencies, airlines, car rental companies, rail and bus companies, cruise lines, among others.
2. Applying effective communication: verbal, nonverbal, written, and electronic.
3. Maintaining high standards of customer service demonstrating prompt attention to customers, building rapport with customers to create an overall positive experience for the customer.
4. Guiding the customer during the buying process of tourism products.
5. Demonstrating an understanding of entrepreneurship.

### **Program Curriculum**

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
	<b>General Education Credits</b>	<b>15</b>
MAC 115	College Algebra	4
ENC 134	English Composition I	4
ENC 224	English Composition II	4
EUH 221	Western Civilization	4
PHI 225	Critical Thinking	4
	<b>Core Credits</b>	<b>18</b>
MAN 104	Introduction to Management	3
HFT 104	Introduction to Travel and Tourism Industry	3
HFT 212	World Destinations	3
MAN 223	Business Expo	3
MAR 106	Principles of Marketing	3
IHD 136	Self-Empowerment	3



Course Number	Course Title	Credit Hours
	<b>Recommended Electives</b>	<b>27</b>
FIN 207	Financial Administration	3
MAN 211	Human Resources Management	3
CIS 235	Microsoft Technology Applications	3
COM 242	Business Communication	3
IHD 138	Personality Enneagram	3
SPC 134	Introduction to Public Speaking	3
ACG 102	Principles of Accounting	3
HFT 203	Process Reservations	3
HLP 131	Stress Management and Yoga	3
FIN 207	Financial Administration	3
MAN 211	Human Resources Management	3
	<b>TOTAL</b>	<b>60</b>

All Credit Courses from within this division or any other division can be used as recommended Electives.



*Mock Interviews 2021*



## **INTERNATIONAL BUSINESS MANAGEMENT**

60 Semester Credit Hours

**Credential Issued:** Associate in Science

**Prerequisites:** Please find each course prerequisite in the Course Description section of this catalog.

**Modality:** Hybrid

### **Program Objective**

1. To prepare students for the labor market in the international business management sector in order for them to compete for the entry-level positions of: Assistant Managers, Office Manager, Administrative Services, and Personnel Manager/Assistant, among others.
2. To prepare students for the creation of small businesses.

### **Program Description**

Upon completion of the program, the student will be able to participate in the international business sector by:

1. Implementing managerial skills necessary for maintaining a high quality work environment, goals, and strategic planning in international business settings.
2. Understanding the concept of a global economy with attention given to economic, cultural, and political factors affecting international business
3. Coordinating activities of clerical and administrative personnel in an organization involved in international business
4. Demonstrating an understanding of entrepreneurship.

### **Program Curriculum**

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
	<b>General Education Credits</b>	<b>15</b>
MAC 115	College Algebra	3
ENC 134	English Composition I	3
ENC 224	English Composition II	3
EUH 221	Western Civilization	3
PHI 225	Critical Thinking	3
	<b>Core Credits</b>	<b>18</b>
MAN 104	Introduction to Management	3
ACG 102	Principles of Accounting	3
MAN 223	Business Expo	3
MAN212/ FIN 114	Global Management/ International Finance	3
MAN 108	Introduction to International Business	3
IHD 136	Self-Empowerment	

Course Number	Course Title	Credit Hours
	<b>Recommended Electives</b>	<b>27</b>
MAN 211	Human Resources Management	3
CIS 235	Microsoft Technology Applications	3
COM 242	Business Communication	3
IHD 138	Personality Enneagram	3
FIN 207	Financial Administration	3
SPC 134	Introduction to Public Speaking	3
HLP 131	Stress Management and Yoga	3
MAN 224	Business Planning	3
MAR 106	Principles of Marketing	3
MAN 211	Human Resources Management	3
	<b>TOTAL:</b>	<b>60</b>

All Credit Courses from within this division or any other division can be used as recommended Electives.



Enterprise Expo 2021

## **COMMUNICATIONS AND MASS MEDIA**

60 Quarter Credit Hours

**Credential Issued:** Associate in Science

**Prerequisites:** Please find each course prerequisite in the Course Description section of this catalog.

**Modality:** Hybrid

### **Program Objective**

1. To prepare students for the labor market and assume positions in the mass media industry encouraging and aiding in the placement and internship process to obtain entry level positions such as: research producer, assistant producer, associate producer, news writer, copywriter, TV and radio anchor, news announcer, among others.

### **Program Description**

Upon completion of the program, the student will be able to participate in the media sector by:

1. Communicating adequately to audiences verbally, visually, and written.
2. Creating and producing content with an original and creative approach to be able to communicate to mass audiences
3. Organizing and utilizing acquired production skills to be able to excel in fast paced projects and deliver efficient content in a highly demanding industry.
4. Demonstrating the ability to write as well as identify the appropriate type of script copy for a developing story.
5. Differentiating material between news, commentary, and editorials.
6. Demonstrating and understanding the concept of entrepreneurship in the media industry as well as developing time management skills to be able to work on a freelance or per project basis.



*Photography Art Exhibition*

## Program Curriculum

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
	<b>General Education Credits</b>	<b>15</b>
MAC 115	College Algebra	3
ENC 134	English Composition I	3
ENC 224	English Composition II	3
EUH 221	Western Civilization	3
PHI 225	Critical Thinking	3
	<b>Core Credits</b>	<b>18</b>
MMC 101	Introduction to Mass Communications and Media Literacy	3
SPC 134	Introduction to Public Speaking	3
MMC 224	Speaking on Radio	3
FIL 201	Film History and Criticism	3
MAN 223	Business Expo	3
IHD 136	Self-Empowerment	3
	<b>Recommended Electives</b>	<b>27</b>
COM 242	Business Communication	3
CIS 235	Microsoft Technology Applications	3
IHD 138	Personality Enneagram	3
MMC 234	Ethics and Mass Media	3
MAR 212	Social Media	3
JOU 105	Introduction to Journalism	3
ART 224	Graphic Design	3
PGY 201	Photography	3
HLP 131	Stress Management and Yoga	3
	<b>TOTAL:</b>	<b>60</b>

All Credit Courses from within this division or any other division can be used as recommended Electives.

## Bachelor Degrees

### BUSINESS ADMINISTRATION

120 Semester Credit Hours

**Credential Issued:** Bachelor of Science

**Prerequisites:** Please find each course prerequisite in the Course Description section of this addendum

**Modality:** Hybrid

#### Program Objective

1. To prepare students for the labor market so that they may assume management or supervisory positions in business, industry, and government.
2. To prepare students with a clear vision of their professional goals within the business industry
3. To prepare students for the creation of business.

#### Program Description

Upon completion of the program, the student will be prepared to:

1. Plan, organize, direct and control a business, with emphasis on selected theories of management and decision making and particularly the knowledge and understanding necessary for managing people and functions.
2. Apply strategic management concepts and understand the role of management in organizations.
4. Use leadership skills in order to effectively motivate and manage people and organizations.
5. Interpret, apply and analyze the different principles and management theories
6. Structure and execute plans and strategic programs for the development of the company, human talent, remuneration, well being and personnel development.
7. Demonstrate an understanding of entrepreneurship.

**Marketing Minor:** (all of the above)

1. Understand and use methodologies needed to solve marketing problems, develop marketing plans and use marketing strategies.

**International Business Minor:** (all of the above)

1. Understand the concept of a global economy with attention given to economic, cultural, and political factors affecting international business

#### Program Curriculum

Students must choose a minor (Marketing or International Business) in order to complete the program

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
	<b>General Education</b>	<b>30</b>
MAC 115	College Algebra	3
ENC 134	English Composition I	3
ENC 224	English Composition II	3
EUH 221	Western Civilization	3
PHI 225	Critical Thinking	3
IHD 234	Holistic Human Development	3
PHI 202	Ethics	3
PCB 221	Ecology and Sustainability	3
	<b>Gen. Ed Electives - 3 Credits Required</b>	
SGY 201	Sociology	3
PGY 201	Psychology	3
	<b>Gen. Ed Language Electives - 3 Credits Required</b>	
ITA 101	Italian I	3
SPA 101	Spanish I	3
POR 101	Portuguese I	3
FRE 101	French I	3
	<b>Core Credits</b>	
MAN 104	Introduction to Management	3
BUL 114	Business Law	3
ACG 102	Principles of Accounting	3
MAN 223	Business Expo	3
MAR 106	Principles of Marketing	3
IHD 136	Self – Empowerment	3
PHI 207	Introduction to Business Ethics	3
ECO 305	Principles of Economics	3
STA 303	Business Statistics	3
MAN 301	Project Management	3
MAN 326	Organizational Behavior	3
MAN 412	Entrepreneurship and Creativity	3
	<b>Recommended Electives - 39 Credits required</b>	<b>39</b>
CIS 235	Microsoft Technology Applications	3
SPC 134	Introduction to Public Speaking	3
COM 242	Business Communication	3
FIN 207	Financial Administration	3
IHD138	Personality Enneagram	3
MAN 314	Organizational Leadership	3
MAN 211	Human Resources Management	3
MAN 212	Social Media	3
MAN 224	Business Planning	3
HLP 131	Stress Management and Yoga	3
MAN 316	Operations Management	3

Course Number	Course Title	Credit Hours
ECO 307	Microeconomics	3
HLP 221	Yoga and its Philosophy	3
ART 101	Drawing	3
HLP 223	Balanced Life with Tai Chi	3
	<b>Minor in Marketing - 15 Credits Required</b>	<b>15</b>
PUR 302	Public Relations	3
MAR 301	Marketing Research	3
MAR 308	Consumer Behavior	3
MAR 310	Global Marketing	3
MAR 412	Advertising	3
	<b>Minor in International Business - 15 Credits Required</b>	<b>15</b>
MAN 212	Global Management	3
MAN 426	Business in Asia	3
MAN 424	Business in Latin America	3
MAR 310	Global Marketing	3
MAN 108	Introduction to International Business	3
	<b>TOTAL:</b>	<b>120</b>

All Credit Courses from within this division or any other division can be used as recommended electives



## **INTERNATIONAL BUSINESS MANAGEMENT**

120 Semester Credit Hours

**Credential Issued:** Bachelor of Science

**Prerequisites:** Please find each course prerequisite in the Course Description section of this catalog.

**Modality:** Hybrid

### **Program Objective**

1. To prepare students for the labor market in the international business management sector in order for them to compete for the positions of: Managers, Office Manager/Administrative Services, and Personnel Manager, among others.
2. To prepare students with a clear vision of their professional goals within the international business industry
3. To prepare students for the creation of business.

### **Program Description**

Upon completion of the program, the student will be prepared to:

1. Implement managerial skills necessary for maintaining a high quality work environment, goals, and strategic planning in international business settings.
2. Understand and apply the concept of a global economy with attention given to economic, cultural, and political factors affecting international business
3. Design global market entry strategies, including product decisions
4. Understand and conduct business within the European, Asian and Latin-American Business Environment
5. Discuss, compare and criticize logistics in the international arena, logistics strategy and apply different planning solutions
3. Coordinate activities of administrative personnel in an organization involved in international Business
4. Demonstrate an understanding of entrepreneurship.

### **Program Curriculum**

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
	<b>General Education</b>	<b>30</b>
MAC 115	College Algebra	3
ENC 134	English Composition I	3
ENC 224	English Composition II	3
EUH 221	Western Civilization	3
PHI 225	Critical Thinking	3
IHD 234	Holistic Human Development	3
PHI 202	Ethics	3
PCB 221	Ecology and Sustainability	3



<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
	<b>Gen. Ed Electives - 3 Credits Required</b>	
SGY 201	Sociology	3
PGY 201	Psychology	3
	<b>Gen. Ed Language Electives - 3 Credits Required</b>	
ITA 101	Italian I	3
SPA 101	Spanish I	3
POR 101	Portuguese I	3
FRE 101	French I	3
	<b>Core Credits</b>	<b>36</b>
MAN 104	Introduction to Management	3
ACG 102	Principles of Accounting	3
IHD 136	Self-Empowerment	3
MAN 223	Business Expo	3
MAN212/ FIN 114	Global Management/ International Finance	3
MAN 108	Introduction to International Business	3
ECO 305	Principles of Economics	3
MAR 310	Global Marketing	3
PHI 207	Introduction to Business Ethics	3
STA 303	Business Statistics	3
MAN 315	Logistics Management	3
MAN 412	Entrepreneurship and Creativity	3
	<b>Recommended Electives - 54 credits required</b>	<b>54</b>
MAN 211	Human Resources Management	3
CIS 235	Microsoft Technology Applications	3
COM 242	Business Communication	3
IHD 138	Personality Enneagram	3
FIN 207	Financial Administration	3
FIN 114	International Finance	3
SPC 134	Introduction to Public Speaking	3
HLP 131	Stress Management and Yoga	3
MAN 224	Business Planning	3
MAR 106	Principles of Marketing	3
MAN 315	Logistics Management	3
MAR 301	Marketing Research	3
ECO 405	International Economics	3
BUL 316	International Law	3
MAN 326	Organizational Behavior	3
MAN 314	Organizational Leadership	3
HLP 221	Yoga and its Philosophy	3
ART 101	Drawing	3
HLP 223	Balanced Life with Tai Chi	3

Course Number	Course Title	Credit Hours
MAN 426	Business in Asia	3
MAN 424	Business in Latin America	3
MAN 428	Business in Europe	3
INR 420	International Relations	3
	<b>TOTAL:</b>	120

All Credit Courses from within this division or any other division can be used as recommended electives



## **TRAVEL AND TOURISM MANAGEMENT**

120 Semester Credit Hours

**Credential Issued:** Bachelor of Science

**Prerequisites:** Please find each course prerequisite in the Course Description section of this addendum.

**Modality:** Hybrid

### **Program Objective**

1. To prepare executive leaders with emotional intelligence for the labor market to assume management or supervisory positions in the travel and tourism industry.
2. To prepare students with a clear vision of their professional goals within the travel and tourism industry
3. To prepare students for the creation of business.

### **Program Description**

The student who finishes and approves this program will be able to participate in the Travel and Tourism business sector by:

1. Planning, organizing, directing and controlling a business within the Travel and Tourism Industry, including travel agencies, airlines, car rental companies, rail and bus companies, cruise lines, and our companies among others.
2. Applying effective communication: verbal, nonverbal, written, and electronic.
3. Maintaining high standards of customer service demonstrating prompt attention to customers, building rapport with customers to create an overall positive experience for the customer.
4. Guiding the customer during the buying process of tourism products.
5. Incorporating the Meeting and Business Events Competency Standards to corporate and professional events
6. Understanding the components of the tourism system in order to provide a better service
7. Demonstrating an understanding of entrepreneurship.

### **Program Curriculum**

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
	<b>General Education</b>	<b>30</b>
MAC 115	College Algebra	3
ENC 134	English Composition I	3
ENC 224	English Composition II	3
EUH 221	Western Civilization	3
PHI 225	Critical Thinking	3
IHD 234	Holistic Human Development	3
PHI 202	Ethics	3
PCB 221	Ecology and Sustainability	3
	<b>Gen. Ed Electives - 3 Credits Required</b>	
SGY 201	Sociology	3
PGY 201	Psychology	3

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
	<b>Gen. Ed Language Electives - 3 Credits Required</b>	
ITA 101	Italian I	3
SPA 101	Spanish I	3
POR 101	Portuguese I	3
FRE 101	French I	3
	<b>Core Credits</b>	
MAN 104	Introduction to Management	3
HFT 104	Introduction to Travel and Tourism Industry	3
HFT 312	World Destinations	3
MAN 223	Business Expo	3
MAR 106	Principles of Marketing	3
IHD 136	Self-Empowerment	3
PHI 207	Introduction to Business Ethics	3
ECO 305	Principles of Economics	3
PUR 302	Public Relations	3
MAR 324	Customer Service	3
HFT 305	Meeting and Event Planning	3
HFT 405	Internship	3
	<b>Recommended Electives - 54 credits required</b>	
FIN 207	Financial Administration	3
MAN 211	Human Resources Management	3
CIS 235	Microsoft Technology Applications	3
COM 242	Business Communication	3
SPC 134	Introduction to Public Speaking	3
ACG 102	Principles of Accounting	3
IHD 138	Personality Enneagram	3
MAN 224	Business Planning	3
HFT 203	Process Reservations	3
HLP 131	Stress Management and Yoga	3
MAN 412	Entrepreneurship and Creativity	3
ECO 307	Microeconomics	3
STA 303	Business Statistics	3
HFT 308	The Cruise Market	3
AVM 312	Air Transportation Management	3
HFT 310	Travel and Tourism Laws	3
HFT 414	Hospitality Industry	3
HLP 221	Yoga and its Philosophy	3
ART 101	Drawing	3
HLP 223	Balanced Life with Tai Chi	3
	<b>TOTAL:</b>	<b>120</b>

All Credit Courses from within this division or any other division can be used as recommended electives

## **COMMUNICATIONS AND MASS MEDIA**

120 Semester Credit Hours

**Credential Issued:** Bachelor of Science

**Prerequisites:** Please find each course prerequisite in the Course Description section of this catalog.

**Modality:** Hybrid

### **Program Objective**

1. To prepare students for the labor market and assume positions in the mass media industry encouraging and aiding in the placement and internship process to obtain positions such as: research producer, producer, associate producer, news writer, copywriter, TV and radio anchor, news announcer, among others.
2. To prepare students with a clear vision of their professional goals within the communications and mass media industry

### **Program Description**

Upon completion of the program, the student will be able to participate in the media sector by:

1. Communicating adequately to audiences verbally, visually, and written.
2. Creating and producing content with an original and creative approach to be able to communicate to mass audiences
3. Organizing and utilizing acquired production skills to be able to excel in fast paced projects and deliver efficient content in a highly demanding industry.
4. Demonstrating the ability to write as well as identify the appropriate type of script copy for a developing story.
5. Understanding communication law and its current issues
7. Participating in the production of reality-shows and documentaries
6. Demonstrating and understanding the concept of entrepreneurship in the media industry as well as developing time management skills to be able to work on a freelance or per project basis.

### **Program Curriculum**

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
	<b>General Education</b>	<b>30</b>
MAC 115	College Algebra	3
ENC 134	English Composition I	3
ENC 224	English Composition II	3
EUH 221	Western Civilization	3
PHI 225	Critical Thinking	3
IHD 234	Holistic Human Development	3
PHI 202	Ethics	3
PCB 221	Ecology and Sustainability	3

Course Number	Course Title	Credit Hours
	<b>Gen. Ed Electives - 3 Credits Required</b>	
SGY 201	Sociology	3
PGY 201	Psychology	3
	<b>Gen. Ed Language Electives - 3 Credits Required</b>	
ITA 101	Italian I	3
SPA 101	Spanish I	3
POR 101	Portuguese I	3
FRE 101	French I	3
	<b>Core Credits</b>	<b>36</b>
MMC 101	Introduction to Mass Communications and Media Literacy	3
SPC 134	Introduction to Public Speaking	3
MMC 224	Speaking on Radio	3
FIL 201	Film History and Criticism	3
MAN 223	Business Expo	3
IHD 136	Self-Empowerment	3
MMC 324	Speaking on Television	3
PUR 302	Public Relations	3
RTV 324	Broadcasting Production and Editing	3
MMC 316	Writing for the Media	3
MMC 416	Documentaries	3
MMC 432	Internship	3
	<b>Recommended Electives - 54 credits required</b>	<b>54</b>
ART 224	Graphic Design	3
CIS 235	Microsoft Technology Applications	3
IHD 138	Personality Enneagram	3
MMC 234	Ethics and Mass Media	3
MAR 212	Social Media	3
JOU 105	Introduction to Journalism	3
COM 242	Business Communication	3
PGY 201	Photography	3
HLP 131	Stress Management and Yoga	3
MMC 326	Media Law	3
RTV 402	Production Management	3
ART 326	Animation	3
ARH 324	History of Art	3
ART 416	Webpage Design	3
MAR 412	Advertising	3
ART 416	Animation II	3
VIC 401	Infographic Design and Data Visualization	3
THE 301	Theater and Performing Arts	3
HLP 221	Yoga and its Philosophy	3

Course Number	Course Title	Credit Hours
ART 101	Drawing	3
HLP 223	Balanced Life with Tai Chi	3
		120

All Credit Courses from within this division or any other division can be used as recommended electives



## Master Degree

### BUSINESS ADMINISTRATION

36 Semester Credit Hours

**Credential Issued:** Master Degree

**Modality:** Hybrid

**Prerequisites:** Please find each course prerequisite in the Course Description section of this addendum

#### Program Objective

1. To provide students with qualitative and quantitative research tools that helps them to evaluate and create business opportunities and resolve business problems.
2. To prepare students for the labor market so that they may assume managerial positions in business, industry, and government.
3. To prepare students to make strategic decisions at a corporate level.
4. To provide students with tools that aid in developing their ability to think strategically and to ethically lead, motivate and manage teams
5. To prepare students with a clear vision of their professional goals within the business industry
6. To prepare students with entrepreneurship skills for the creation and management of business.

#### Program Description

Upon completion of the program, the student will be prepared to:

1. Identify and fully discuss specific situations in which a manager would be better off using an internal research team, and when an external research team would be more advisable, giving reasons for the decisions.
2. Explain how corporate social responsibility evolved and encompasses economic, legal, ethical, and philanthropic components.
3. Plan, organize, direct and control a business, with emphasis on selected theories of management and decision making and particularly the knowledge and understanding necessary for supervising people and functions at a corporate level.
4. Develop, articulate and present a business plan that will be ready for venture capitalist review.
5. Explain why a company needs a system of controls to optimize its decision making and prevent the waste of resources.
6. Recognize the importance of the concept of purpose as a catalyst for organizing life and for guiding the self-goal setting process.
7. Demonstrate an understanding of entrepreneurship.



## Program Curriculum

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
	<b>Semester I</b>	
SYA 503	Methods of Research I	3
ACG 501	Managerial Accounting	3
MAN 503	The Sustainable Enterprise	3
	<b>Semester II</b>	
FIN 506	Managerial Finance	3
MAN 508	Supervisory Management	3
MAR 502	Marketing Management	3
	<b>Semester III</b>	
SYA 604	Methods of Research II	3
MAR 612	Marketing Trends	3
MAN 601	Quality Management	3
	<b>Semester IV</b>	
MAN 603	Entrepreneurship Trends	3
MAN 605	Managerial Leadership	3
MAN 623	MBA Capstone Project	3
	<b>TOTAL:</b>	<b>36</b>

## V. COURSE DESCRIPTIONS

### ASSOCIATE DEGREES

#### Accounting

##### **ACG 102** Principles of Accounting

This course covers the fundamentals of financial accounting, including double-entry accounting and the accounting cycle. Other topics include cash, receivables, inventories, plant assets, liabilities, partnerships, corporation, investments, and statement of cash flows and interpretation of financial statements. **(3 Credit Hours)**

#### Art

##### **ART 224** Graphic Design

In this course we will examine, conceive, visualize and compose solutions to design problems with a comprehensive examination of typography; a broader investigation of creativity and concept generation; visualization and color; an updated timeline; an online chapter about building a Portfolio and the job search; and more. **(3 Credit Hours)**

#### Business Law

##### **BUL 114** Business Law

This course includes topic such as: constitutional law, contracts, torts and product liability, administrative law, alternative dispute resolution, corporations and partnerships, consumer law, antitrust law, employment law, securities law and international business law topics. Current legal/regulatory issues and ethics are important ingredients in the course. **(3 Credit Hours)**

#### Communication

##### **COM 242** Business Communication Pre: (ENC 134)

This course includes topics such as: Spelling, stumbling blocks of the language, professional writing, non-verbal communication, verbal communication, voice modulation, breathing and phonation, body Language, dialogue and Interview, social communication, professional and personal image, facial expression and mass media. **(3 Credit Hours)**

#### Computer Information Systems

##### **CIS 235** Microsoft Technology Applications

The course describes the definition, importance, characteristics, and basic functions of productivity software commonly used in business environments. The course is designed as a simulation in which the student is assigned several computer tasks in an office. The tasks are designed to give students a comprehensive and analytical perspective on meeting and exceeding the expected knowledge demanded in the workplace. By the end of the course the student will be able to demonstrate the required proficiency in order to create documents using Microsoft Word, perform calculations and analysis using Microsoft Excel, create professional looking presentations with Microsoft PowerPoint, manage email and contacts with Gmail, share documents with Google Drive, and build their own website. **(3 Credit Hours)**

## English

### **ENC 134** English Composition I

This course provides a detailed approach to basic writing compositions and English Literature. Students begin writing basic paragraphs, improving their vocabulary and understanding the mechanic of putting together sentences in a logical order and using the correct grammar and punctuation. **(3 Credit Hours)**

### **ENC 224** English Composition II                      Pre: (ENC 134)

This course provides a complete analysis of writing in APA Style using the latest edition of the APA Manual. Students learn and implement formal throughout the course should be applied in a Research Proposal due at the end of the term. **(3 Credit Hours)**

## Film

### **FIL 201** Film History and Criticism

This course introduces film studies and production through the integration of criticism, theory and practice. Its approach is that of critical practice, a process that explores the integration and intersection between the critical analysis of films and the practical aspects of filmmaking. **(3 Credit Hours)**

## Finance

### **FIN 207** Financial Administration                      Pre: (ACG 102)

This course introduces students to Principles of Accountant. Balance Accounts and Financial Statements. Costs System. Tangible and Intangible assets. Inventories. Depreciation and Financial reasons. The course provides students with strong conceptual and analytical skills to evaluate the financial performance of the organizations, the scheme costs for pricing and operating budget. **(3 Credit Hours)**

### **FIN 214** International Finance Pre: (FIN 207)

This course introduces students to International Finance and prepares them with tools and techniques to study and analyze international economic matters and difficulties. You will be provided with a basic understanding of the fundamentals of international finance, and will build on this understanding the treatment of special topics: relative national positions, FX outlook, FX positioning, international project selection, and international portfolio management. **(3 Credit Hours)**

## History

### **EUH 221** Western Civilization

A historical examination of Western culture from its beginnings in the Near East to the launch of the modern period in the 17th century. This course examines history as a cultural force including the concepts of the political, economic, social, religious, intellectual, cultural, and military aspects of history. **(3 Credit Hours)**

### Health/Leisure/Physical Education

#### **HLP 131** Stress Management & Yoga

This course provides a physical and theoretical application of yoga studies and practices aiming for spiritual and mental wellness. Students will be able to reduce stress and experience peace of mind, combined with a responsible and healthy nutritious plan. **(3 Credit Hours)**

### Travel and Tourism Management

#### **HFT 104** Introduction to Travel and Tourism Industry

This course provides an overview of the travel and tourism industry. Areas of study include transportation, accommodation, business travel, and local tourism. **(3 Credit Hours)**

#### **HFT 106** World Destinations

This course explores tourism demand, supply, organization and resources for a comprehensive range of destinations worldwide; with features such as:

- An exploration of current issues such as climate change, recreational preferences, demographic changes and the social impacts of tourism.
- An extended overview of Asian tourism to reflect developments in the travel industry.

This course details the geographic knowledge and the principles required to analyze the tourism appeal of destinations which enables the student to carry out a systematic analysis of a particular destination, by providing insights on cultural characteristics as well as information on specific places. **(3 Credit Hours)**

#### **HFT 203** Process Reservations      Pre: (HFT 104)

This course offers a general knowledge of the automated air reservation known as Sabre U.S. It is used by airlines and their authorized agents to plan and book domestic and international air travels. The student will be able to handle the travel industry reservation considering the reality that the more s/he knows about the computer reservations system the more effective sales person s/he can be, and the more he or she knows about the process the more effective trouble shooting s/he can accomplish for the clients. **(3 Credit Hours)**

#### **HFT 200** Special Topics

This course provides an opportunity to explore current issues within the tourism field. Topics and syllabus must be approved by the academic director. **(3 Credit Hours)**

### Integral Human Development

#### **IHD 136** Self-Empowerment

This course is designed for student to explore the following topics: Self-knowledge, Dynamic Intuition, Techniques of Super-Learning, The Control of the Emotions, The Affective Climate Relations, Influence with Integrity, Creation of the Organizational Future, Auto-Conscience, Development of the Holistic Conscience and The Holistic Conscience in Action. **(3 Credit Hours)**

**IHD 138** Personality Enneagram

The Enneagram is an ancient Sufi teaching that describes nine different personality types and their interrelationships. The teaching help us to recognize our own type and how to cope with our issues; understand our work associates, lovers, family, and friends; and to appreciate the predisposition that each type has for a higher human capacities such as empathy, omniscience, and love. **(3 Credit Hours)**

**INR 220** International Relations and Policy

This course explores the challenges of international politics and the evolving search for security in a complicated and connected world. Furthermore, this course discuss about current issues affecting the globe and discover how international actors seek international, economic, and human security through a variety of theoretical lenses. **(3 Credit Hours)**

**Journalism****JOU 105** Introduction to Journalism Pre: (MMC 101)

An introduction to the field, covering how news is produced and delivered, how news organizations work, and how audiences react to and interact with the news media. Basic instruction in the fundamental practices of journalism: reporting, writing, editing, and presentation. It also provides an overview of the rich history of journalism in America **(3 Credit Hours)**

**Management****MAN 104** Introduction to Management

Definition, importance, characteristics, functions and levels of administration. The school of administrative thought. The surroundings of the organization. Planning, organizing, directing, and control. **(3 Credit Hours)**

**MAN 108** Introduction to International Business

This course provides an overview of the international business industry. Students are introduced to the concept of a global economy with attention given to economic, cultural, and political factors affecting international business. **(3 Credit Hours)**

**MAN 200** Special Topics

This course provides an opportunity to explore current issues within the management field. Topics and syllabus must be approved by the academic director. **(3 Credit Hours)**

**MAN 211** Human Resources Management Pre: (MAN 104)

Nature and concepts of the personnel administration. Administration of personnel in the organization. Entailment of personnel. Development of personnel. Administrative management and evaluation of personnel. Remuneration. Social welfare. Labor relations. Process for the evaluation of the design of the wage structure. Analysis and description of the jobs. The evaluation systems. The structure of wages. The administration of wages. **(3 Credit Hours)**

**MAN 224** Business Planning                      Pre: (MAN 104)

This course intends to help students to analyze the structure of market, production, administration, and finances in a business. By studying and evaluating contemporary cases the student will be able to apply particular concepts and techniques of strategy analysis and formulate recommendations. **(3 Credit Hours)**

**MAN 223** Business Expo

The student will be able to use sales techniques and promotion tools to meet would-be customer expectations. Students will participate in a sales promotion event designed to stimulate the sales of his/her product, service or idea during a brief encounter with potential clients. At the Expo, the students as sales promoters will utilize oral, written and body language to catch the attention, awaken the need and build up interest in their respective commercial offers. **(3 Credit Hours)**

**Mathematics**

**MAC 115** College Algebra

A basic level college algebra course including topics such as solving, applying and graphing linear and quadratic equations and inequalities, as well as exponential and logarithmic properties; linear quadratic, rational, absolute value and square root functions; functions operations, compositions and inverses; and systems of equations and inequalities, all among applications taught and used throughout this course level. **(3 Credit Hours)**

**Marketing**

**MAR 106** Principles of Marketing

The student will be able to understand the fundamentals of Marketing, identify basic Marketing strategies, and use Marketing concepts and tools to meet and satisfy would-be customer needs **(3 Credit Hours)**

**MAR 212** Social Media

Effective ways to utilize social media and make successful marketing campaigns. The course brings together both practical strategies and theoretical execution techniques for driving maximum value from social media marketing. **(3 Credit Hours)**

**Mass Media Communication**

**MMC 101** Introduction to Mass Communication

Introduction to the mass media industry coupling contemporary issues with key historical events. This course engages students in the pursuit of greater media literacy and provides accessible insight into the important issues that confront students as consumers and purveyors of mass media. **(3 Credit Hours)**

**MMC 224** Speaking on Radio Pre: (MMC 101)

Speaking on Radio offers a complete study of creating, writing and broadcasting news. This course combines the theory of communications and mass media, applied to becoming an effective storyteller. **(3 Credit Hours)**

**MMC 234** Ethics and Mass Media Pre: (MMC 101)

By combining real-life and hypothetical cases with a succinct introduction to ethical theory, this class helps students prepare for the ethical situations they will encounter in the media professions. **(3 Credit Hours)**

**MMC 200** Special Topics

This course provides an opportunity to explore current issues within the communications field. Topics and syllabus must be approved by the academic director. **(3 Credit Hours)**

**Philosophy**

**PHI 225** Critical Thinking

This course focuses on a systematic evaluation of arguments based upon explicit rational criteria. Basic fundamentals along with simplified explanations help the student to develop greater confidence within social issues. Course assignments are group orientated including a series of question-asking critical thinking topics. **(3 Credit Hours)**

**Photography**

**PGY 201** Photography

This course presents photography entirely in its current and electronic form; emphasizing the most up-to-date learning techniques, allowing students to keep up with modern technology. In addition to covering the basic techniques of photography, this course covers the impact of computers on this important art form allowing students to emphasize their choices in picture making by presenting in depth basic techniques of photography. **(3 Credit Hours)**

**Speech Communication**

**SPC 134** Introduction to Public Speaking

This course is designed to provide students with fundamental training and practical experience for speaking in public, business, and professional situations. Topics include audience analysis, speech anxiety, critical listening, and preparation and delivery of speeches in various cultural contexts. **(3 Credit Hours).**

**BACHELOR DEGREES**

**Art**

**ART 101** Drawing

This course delivers a comprehensive introduction to the art of drawing offering the fundamental skills needed to learn still-life drawing, basic shapes, and the key concepts of perspective, light, value, and space; giving the students the knowledge and practice they need to build their skills and confidence. **(3 Credit Hour)**

**ART 416** Webpage Design

This course seeks the fastest, easiest, most comprehensive way to learn Adobe Dreamweaver CC. The student will learn to create a professional website without having to write code by hand. The course also studies how to create HTML-based headings, paragraphs, lists, and tables; insert graphics and Photoshop Smart Objects; add links to text and images; apply cascading styles sheets; and customize the Dreamweaver workspace. The student will also learn to add interactive elements to your sites, such as HTML5-compatible video and animation, get guidance for working with code, and finally publish a finished site to the Web. The online companion files include all lesson files so you can work along with the book. **(3 Credit Hours)**

**Business Law****BUL 316** International Law Pre: (BUL 114)

International Law is designed to deliver comprehensive, yet accessible, coverage of the legal implications and ramifications of doing business internationally, along with the related cultural, political, economic, and ethical issues faced by global business managers. Focusing on trade, the licensing of intellectual property, and foreign direct investment, the course covers the three major forms of doing business in a foreign country through real-world examples, precedent-setting cases, managerial implications, and ethical considerations. From the legal relationship between parties in an international business transaction to managing risk to learning the special challenges of doing business in emerging economies, this course helps students understand the most common practices and critical issues in global business law. **(3 Credit Hours)**

**Economics****ECO 305** Principles of Economics

This course in principles of economics designed to cover basic economic problems and concepts. Topics discussed include the role of government in various economic systems, aspects of economic instability, budgets, supply and demand, analysis of individual firms and markets and the impact of the public debt. **(3 Credit Hours)**

**ECO 307** Microeconomics Pre: (ECO 305)

This course comes away with a basic understanding of how market economies function, an appreciation for the things they do well, and a sense of things they do poorly. Students begin to learn the art and science of economic thinking and begin to look at some policy and even personal decisions in a different way. **(3 Credit Hours)**

**ECO 405** International Economics

International Economics uses a rich array of case studies to illuminate economic institutions and policies as well as recent developments in the global economy. **(3 Credit Hours)**



## French

### **FRE 101** French I

Introduction to French offers a four-skills and communicative introduction to French language and culture. The course combines communicative activities and streamlined vocabulary and grammar exercises coupled with revised and expanded cultural material. **(3 Credit Hours)**

## Health/Leisure/Physical Education

### **HLP 221** Yoga and its Philosophy

This course provides a deeper physical and theoretical application of yoga studies and practices aiming for spiritual and mental wellness. **(3 Credit Hours)**

### **HLP 223** Balanced Life with Tai chi

This course consists of an experiential workshop. Through the practice of tai chi, student will aim to achieve physical, emotional and mental balance. **(3 Credit Hours)**

## Travel and Tourism Management

### **HFT 308** The Cruise Market Pre: (HFT 104) (HFT 106)

This course is designed to learn how earn commissions by booking cruises, one of the fastest growing segments of the travel industry. Learn the basics of the cruise product, cruise classifications, destinations, types of cruises, print resources and non-automated reservations procedures. Identify your clients' needs and preferences, learn the variables that are available in cruising and select and book the right cruise for any given client. **(3 Credit Hours)**

### **HFT 310** Travel and Tourism Laws Pre: (HFT 104)

The student will identify and use the current rules and regulations within the travel and tourism industry. In addition, the participant will be able to compare custom regulations involving articles free of U.S. Duty Tax, personal exemption, forbidden and restricted items, and duty-free ports. **(3 Credit Hours)**

### **HFT 305** Meeting and Event Planning Pre: (HFT 104)

This course will provide in-depth coverage of the production and logistical factors that event managers must oversee. Students will learn how to incorporate the Meeting and Business Events Competency Standards (MBECS) and follow a hands-on approach that guides them through the process of managing a wide variety of gatherings.

### **HFT 414** Hospitality Industry Pre: (HFT 104)

The field of hospitality is quickly evolving. The rise of the global economy, ecotourism, internet commerce, and changing consumer demands are just some of the factors they will be dealing with in this exciting and dynamic industry. Students will acquire the foundation they need to thrive in today's hospitality industry, covering everything from finance to operational issues. The course provides both historical perspectives and discussions of new trends in a variety of sectors. Students will have a strong overview of the industry, where it fits into the broader world, the major issues and challenges in the field, and the many possible career paths that await them.

**MAR 324 Customer Service**

This course goes beyond providing reasons why customer service is important to defining proven methods for creating customer service excellence. Using a hands-on approach, it covers a wide range of knowledge and skills and offers an extensive collection of activities to enliven and invigorate the implementation of a high quality customer service. **(3 Credit Hours)**

**AVM 312 Air Transportation Management**

The course approach fosters companies that are both more capital efficient and that leverage human creativity more effectively. Inspired by lessons from lean manufacturing, it relies on “validated learning,” rapid scientific experimentation, as well as a number of counter-intuitive practices that shorten product development cycles, measure actual progress without resorting to vanity metrics, and learn what customers really want. It enables a company to shift directions with agility, altering plans inch by inch, minute by minute. **(3 Credit Hours)**

**HFT Internship** Pre: (Complete 24 Core Credits)

The student is required to participate in a 135 hours internship at an organization acceptable to the institution. The instructor, student and employer will coordinate the assignment of hours and duties satisfactory to all the parties.

**HFT 400 Special Topics**

This course provides an opportunity to explore current issues within the tourism field. Topics and syllabus must be approved by the academic director. **(3 Credit Hours)**

### History

**ARH 224 History of Art**

This course explores the traditions of music, painting, sculpture and architecture of the Western world. It is an introduction to many individual works from important art periods, dating from the Greeks and their predecessors to the present time. **(3 Credit Hours)**

### Integral Human Development

**IHD 234 Holistic Human Development**

The class is designed to encourage students to appreciate the importance of caring for all aspects of the being: body, mind, emotions and spirit. Self-analysis will be conducted in those four components in order to establish what needs to be added for an integral practice. Exercises geared to each aspect will be conducted during class. **(3 Credit Hours)**

### International Relations

**INR 420 International Relations**

This course explores the challenges of international politics and the evolving search for security in a complicated and connected world. Furthermore, this course discuss about current issues affecting the globe and discover how international actors seek international, economic, and human security through a variety of theoretical lenses. **(3 Credit Hours)**

## Italian

### **ITA 101** Italian I

Introduction to Italian offers a four-skills and communicative introduction to Italian language and culture. The text combines communicative activities and streamlined vocabulary and grammar exercises coupled with revised and expanded cultural material. **(3 Credit Hours)**

## Management

### **MAN 108** Introduction to International Business

This course provides an overview of the international business industry. Students are introduced to the concept of a global economy with attention given to economic, cultural, and political factors affecting international business. **(3 Credit Hours)**

### **MAN 212** Global Management      Pre: (MAN 108)

This course explores the dynamic global environment of business management by examining the political, legal, technological, competitive, and cultural factors that shape corporations worldwide. **(3 Credit Hours)**

### **MAN 301** Project Management      Pre: (MAN 104)

This course takes a decision-making, business-oriented approach to the management of projects, which is reinforced with current examples of project management in action; and because understanding project management is central to operations in various industries, this course also addresses project management within the context of a variety of successful organizations, whether publicly held, private, or not-for-profit. **(3 Credit Hours)**

### **MAN 316** Operations Management      Pre: (MAN 104)

This course provides a streamlined introduction to the core concepts, techniques, and applications of contemporary operations management, including Relation of the production department with other areas, the company productivity, planning of the production, and production by lots point of balance, allocation and sequencing, programming for several products, industrial security and quality control. **(3 Credit Hours)**

### **MAN 326** Organizational Behavior

Organizational behavior as it relates to the management functions of planning, organizing, leading and controlling is the focus of this course. Examination is made of the individual's role within the organization, of interpersonal influence and group behavior, and of organizational processes. The course will provide the tools necessary for the development of a personal management philosophy. **(3 Credit Hours)**

### **MAN 314** Organizational Leadership

This course is designed to help develop the "social intelligence" critical to success in any career. Personal effectiveness in most of the organizations requires the ability to mobilize vital support from a diverse set of interdependent members in order to achieve the objectives desired. This highly interactive course is designed to develop the student's skills in recognizing and analyzing situations requiring social intelligence, developing adequate power bases, and influencing others. **(3 Credit Hours)**

**MAN 315** Logistics Management Pre: MAN 108

This course studies the basic terms, concepts and principles of the logistics business, affecting today's international environment. **(3 Credit Hours)**

**MAN 322** Import and Export Pre: MAN 315

This course simulates the import and export process including the use of export and import business associations and other resources. **(3 Credit Hours)**

**MAN 412** Entrepreneurship and Creativity Pre: (MAN 104, 108 or HFT 104)

The course approach fosters companies that are both more capital efficient and that leverage human creativity more effectively. Inspired by lessons from lean manufacturing, it relies on "validated learning," rapid scientific experimentation, as well as a number of counter-intuitive practices that shorten product development cycles, measure actual progress without resorting to vanity metrics, and learn what customers really want. It enables a company to shift directions with agility, altering plans inch by inch, minute by minute. **(3 Credit Hours)**

**MAN 424** Business in Latin America Pre: (MAN 108)

Success in today's globalized business environment requires deep knowledge of varied areas, and the willingness to engage in commerce not just across geographic areas, but cross-culturally and environmentally as well. Business in Latin America offers an in-depth look at a complex region, integrating ideas to examine business conducted in Latin America through the lens of international business and globalization. **(3 Credit Hours)**

**MAN 426** Business in Asia Pre: (MAN 108)

This course provides a unique exploration of the topic of international business. It examines decisions relevant to managers in internationalizing and multinational firms operating in the Asia Pacific region. Its uniqueness stems from the cutting-edge conceptual material that underlies the decision-making frameworks of the Asia companies. Students will examine essential topics as the measurement and analysis of the cultural, political and economic dimensions of the international environment; the formation of internationalization strategies, including entry mode choice and strategic alliances; the analysis of the competitive implications of multinational firms and business groups; multinational, subsidiary and expatriate management; and the management of ethical issues. **(3 Credit Hours)**

**MAN 428** Business in Europe Pre: (MAN 108)

This course will go over recent developments in Europe, changing European Union policies and the resulting business implications; drawing a strong link between the European business environment and the real business implications facing companies operating in Europe. Students will address the challenges and opportunities facing those doing business in Europe, while setting these in a global context. **(3 Credit Hours)**

**MAN 400** Special Topics

This course provides an opportunity to explore current issues within the management field. Topics and syllabus must be approved by the academic director. **(3 Credit Hours)**

**MAN 432** Internship                      Pre: (Complete 24 Core Credits)

The student may choose to participate in a 135 hours internship at an organization acceptable to the institution. The instructor, student and employer will coordinate the assignment of hours and duties satisfactory to all the parties. **(3 Credit Hours)**

### Mass Media Communication

**MMC 316** Writing for the Media                      Pre: (MMC 101, ENC 134)

This course emphasizes the strategic, goal-oriented mission of high-quality media and public relations writing with clear, concise instructions for a variety of documents. Students will cover writing for public relations, advertising, sales and marketing, and business communication. **(3 Credit Hours)**

**MMC 324** Speaking on TV                      Pre: (MMC 224)

This course provides you with the skills, techniques, and procedures necessary to enter this highly competitive field of broadcast performance. Factual information is presented in easy-to-digest modules and projects that encourage student participation. **(3 Credit Hours)**

**MMC 326** Media Law                      Pre: (MMC 101)

This course includes the most recent developments in communication law through the end of the Supreme Court's term. **(3 Credit Hours)**

**MMC 416** Documentaries                      Pre: (MMC 101)

This course combines a deep exploration of essential storytelling concepts with detailed instruction in practical technical skills. Without limiting its focus to a particular range of equipment, applications, or technology, this engaging course covers the key concepts, aesthetics, and techniques of single-camera field production and post-production, and includes real-life stories and suggestions from working professionals. **(3 Credit Hours)**

**MMC 432** Internship                      Pre: Complete 24 Core Credit hours

The student is required to participate in a 135-hour internship at an organization acceptable to the institution. The instructor, student and employer will coordinate the assignment of hours and duties satisfactory to all the parties. **(3 Credit Hours)**

**MMC 400** Special Topics

This course provides an opportunity to explore current issues within the communications field. Topics and syllabus must be approved by the academic director. **(3 Credit Hours)**

### Marketing

**MAR 301** Marketing Research                      Pre: (STA 303 and MAR 106)

Marketing Research gives students the basic practical understanding of marketing research and provides them with extensive information on how to use it. This course provides the fundamentals of the statistical procedures used to analyze data without dwelling on the more complex and intricate concepts. **(3 Credit Hours)**

**MAR 308** Consumer Behavior      Pre: (MAR 106)

Consumer Behavior explores how the examination and application of consumer behavior is central to the planning, development, and implementation of marketing strategies. **(3 Credit Hours)**

**MAR 310** Global Marketing    Pre: (MAR 106)

The global marketing course will focus on global communications, marketing mix, public relations and sales promotions based on the facts affecting international industry. **(3 Credit Hours)**

**MAR 412** Advertising    Pre: (MAR 106 or MAR 212)

Advertising tracks the changes in today's dynamic world of media and marketing communication—as well as the implications of these changes to traditional practice—and presents them to students through an accessible, well-written approach. This course highlights the increasing importance of consumers as the driving force in today's advertising strategies, social media, and the Internet evolution/revolution. It also includes an increased IMC and brand focus. **(3 Credit Hours)**

### Philosophy

**PHI 202** Ethics

This course intends to educate students about ethical theory with applications to specific classic and contemporary moral problem. **(3 Credit Hours)**

### Introduction to Business Ethics

**PHI 207** Introduction to Business Ethics

This course provides an approach to making ethical decisions in the business environment. Students will be able to analyze real life case studies related to ethical dilemmas, human behavior in the workplace, and decision making in different departments of an organization. **(3 Credit Hours)**

### Photography

**PGY 301** Photography

This course presents photography entirely in its current and electronic form; emphasizing the most up-to-date learning techniques, allowing students to keep up with modern technology. In addition to covering the basic techniques of photography, this course covers the impact of computers on this important art form allowing students to emphasize their choices in picture making by presenting in depth basic techniques of photography. **(3 Credit Hours)**

### Portuguese

**POR 101** Portuguese I

Introduction to Portuguese offers a four-skills and communicative introduction to Italian language and culture. The text combines communicative activities and streamlined vocabulary and grammar exercises coupled with revised and expanded cultural material. **(3 Credit Hours)**

## Process Biology

### **PCB 221 Ecology and Sustainability**

This course presents a broad range of methods and techniques for managing environmental sustainability. It also examines ecological theory at the individual, populations, and community levels, and it is an excellent tool for anyone looking to improve the health of their local ecosystems. **(3 Credit Hours)**

## Public Relations

### **PUR 302 Public Relations**

Students are introduced to exciting and innovative public relations campaign examples in the context of relevant theory and core concepts that they will need to succeed in the world of public relations. The course offers a practical approach to the study of public relations and emphasizes competition and conflict management, while providing a concise, comprehensive overview of the Public Relations. **(3 Credit Hours)**

## Radio and Television

### **RTV 324 Broadcasting Production and Editing** Pre: (MMC 101)

This course emphasizes how production proceeds in the digital age-from idea to image-and how it moves through the three major phases, from preproduction to production to postproduction. In this context, students will learn about the necessary tools, examine what they can and cannot do, and explore how they are used to ensure maximum efficiency and effectiveness. This course will go over the latest digital equipment and production techniques, including stereo 3D, 3D camcorders, 4K and 8K digital cinema cameras, portable switchers, LED lighting instruments, and digital lighting control systems. **(3 Credit Hours)**

### **RTV 402 Production Management** Pre: (RTV 324)

This course will go over the organizational aspects of a TV or film production such as scheduling and budgeting and assisting producers to interpret and realize the directors' vision. Students will learn: self-organization and systems to use, budgets, schedules and cost control, cash flow, hiring and firing, contracts, insurance, health and safety, setting up an efficient and cost-effective shoot, dealing with contributors, acquiring copyright, sourcing CGI, editors, music cue sheets, deliverables, people skills and ethics. **(3 Credit Hours)**

### **MMC 324 Speaking on TV**

This course provides you with the skills, techniques, and procedures necessary to enter this highly competitive field of broadcast performance. Factual information is presented in easy-to-digest modules and projects that encourage student participation. **(3 Credit Hours)**

### **ART 326 Animation I**

Animation explores storytelling with nonlinear motion graphics. Students follow creative stages of concept development, pre-production, storyboarding, and design. Learning is demonstrated through an experimental animated short. **(3 Credit Hours)**

**ART 416** Animation II Pre: (ART 326 Animation)

Advanced animation techniques including camera and sound design work. Students will work over the semester in high-level single longer animation or a series of animated shorts depending on the student's preference and animation goals. **(3 Credit Hours)**

**VIC 401** Infographic Design and Data Visualization

Infographics and Visual Storytelling explore an innovative science in communication arts of organizing statistical information and launching it to audiences for easier understanding in the format of animation and graphics. The course explores the pre-production aspects of design, production and distribution processes as well as the effects that infographics have in the brain of audiences as civilizations rapidly navigate in visual scenarios to process simple and complex information. **(3 Credit Hours)**

**Sociology**

**SGY 201** Sociology

Students will learn to apply critical analytical thinking to society and their lives. A variety of sociological theories and concepts will be used to understand the roots and emergence of society and its application. **(3 Credit Hours)**

**Psychology**

**PSY 201** Psychology

This course is designed to introduce students to the basics of psychology theory. Concepts of latest research will be applied to personal experiences of students. Topics covered include memory, cognition, development, and personality. **(3 Credit Hours)**

**Spanish**

**SPA 101** Spanish I

This course provides the truly communicative, deeply culture-focused approach that students need to be successful through the journey of learning Spanish with highly communicative goals, recognizing the primacy of the relationship between culture and language. **(3 Credit Hours)**

**SPA 201** Spanish II Pre: SPA 101

This course provides an intermediate communicative, deeply culture-focused approach that students need to be successful through the journey of learning Spanish with highly communicative goals, recognizing the primacy of the relationship between culture and language. Students are expected to develop an intermediate knowledge of the language. **(3 Credit Hours)**

**SPA 301** Spanish III Pre: SPA 102

This course provides an intermediate advanced communicative, deeply culture-focused approach that students need to be successful through the journey of learning Spanish with highly communicative goals, recognizing the primacy of the relationship between culture and language. Students are expected to develop an intermediate-advanced knowledge of the language. **(3 Credit Hours)**



## Statistics

**STA 303** Business Statistics Pre: (MAC 115)

This course provides a wealth of examples and exercises so that the story is always tied to the way statistics is used to make better business decisions. Focusing on statistics in the context of real business issues, the course emphasizes analysis and understanding over computation to have an analytical approach for making better business decisions and effectively communicate results. **(3 Credit Hours)**

## Theater

**THE 301** Theater and Performing Arts Pre: (MAC 101)

This course explores issues of cultural diversity and creativity, presenting a full day-in-the-life of theatre, and offering a brief coverage of theatre history. Throughout this course students will learn how to make timely and relevant connections between theatre and the familiar world of television and film to understand how the living art of theatre relates to and influences today's screen entertainment. **(3 Credit Hours)**

## MASTER DEGREE

### Accounting

**ACG 501** Managerial Accounting

Students will go over Managerial Accounting concepts in a clear and concise way with applications to the real-world situations they will eventually confront in their careers. Topics that define the context for applying the quantitative aspects of managerial accounting will be covered. Students will learn and discuss the three vital activities that Managerial Accounting helps managers perform. **(3 Credit Hours)**

### Finance

**FIN 506** Managerial Finance

This course is designed to show students how finance intersects with many other areas of business providing a balanced overview of financial management theory and practice. Corporate finance helps students to achieve a holistic view of how finance impacts many aspects of business. **(3 Credit Hours)**

### Management

**MAN 503** The sustainable Enterprise

The sustainable Enterprise explain how to make strong business decisions with a better understanding of business ethics, sustainability, and stakeholder management from a strong managerial perspective. This course demonstrates how the most successful business decision makers balance and protect the interests of various stakeholders, including investors, employees,

the community, and the environment--particularly as business recovers from a perilous financial period. Balancing a strong coverage of ethics and the stakeholder model with an increased focus on one of business's most recent, urgent mandates: sustainability. This course highlights the connection between business and the natural, social, and financial environments, illustrating how all three must be maintained in balance to sustain current and future generations. **(3 Credit Hours)**

#### **MAN 508** Supervisory Management

The path to becoming an effective supervisor begins with practical knowledge and skills. This course provides the tools to develop superior supervisory skills and a firm grasp of management principles. Through its "hands-on" approach to Supervision, students will be inspired with the positive approach to work with people to develop and empower them in their jobs. **(3 Credit Hours)**

#### **MAN 601** Quality Management

Quality Management demonstrates how students can focus all of an organization's resources on continuous and simultaneous improvement of quality and productivity — thereby continually improving both performance and competitiveness. **(3 Credit Hours)**

#### **MAN 603** Entrepreneurship Trends Pre: (MAN 508)

Entrepreneurship Trends explores the trials and tribulations of entrepreneurship so that students will have the necessary tools to start their own businesses. It offers coverage on social enterprises and ethics due to the rise in green trends and corporate scandals. **(3 Credit Hours)**

#### **MAN 605** Managerial Leadership

Managerial Leadership is a comprehensive course that is thoroughly grounded in sound principles and research. The powerful advice and tools found in this course emphasize that proper self-leadership is a precursor for the effective leadership of others. **(3 Credit Hours)**

#### **MAN 623** MBA Capstone Project Pre: (24 Credits)

The student is required to participate in a 105-hour capstone course of which 90 hours are part of a research practicum experience at an organization acceptable to the institution. The instructor, student and employer will coordinate the assignment of hours and duties satisfactory to all the parties **(3 Credit Hours)**

### **Marketing**

#### **MAR502** Marketing Management

This course reflects the best of today's marketing theory and practice. Students will develop their skills on how to manage a Holistic Marketing Organization for the Long Run. **(3 Credit Hours)**

#### **MAR 612** Marketing Trends Pre: (MAR 502)

This course will help students move beyond hype and high-level strategy to proven tactics and successful ground-level execution. Students will acknowledge which new marketing technologies deliver the best results, how to complete digital marketing projects faster and at lower cost and how to build realistic, focused action plans for the next three, six, and twelve months. **(3 Credit Hours)**

## Sociological Analysis

### **SYA 503** Methods of Research I

The skill-building approach of this course provides students with an introduction on practical perspectives on how research can be applied in real business situations. **(3 Credit Hours)**

### **SYA 604** Methods of Research II Pre: (SYA 503)

The skill-building approach of this course provides students with a comprehensive overview to what constitutes good research through a scientific approach. **(3 Credit Hours)**

## Licensure and Accreditation

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**Thoughts from our Founder  
JULIO ALBERTO MOYANO FERRER  
1940 - 2004**



The student is a complex being that has a physical body, an emotional body, an intellectual body, an astral body, an intuitive body, and a cosmic body. This totality is qualified as holistic. Therefore, an education that focuses only on the intellectual body is very partial since it disregards the truly important bodies of the individual, which are the emotional and cosmic bodies. In the knowledge field, we find that holistic education should also attend to the needs of intuitive knowledge learning, which is known as emotional intelligence. This is our philosophy at ***UNITED INTERNATIONAL COLLEGE.***

**APPENDIX A**

<b>FACULTY MEMBER:</b>	<b>COURSE(S) TAUGHT:</b>	<b>DEGREES/ DIPLOMAS HELD &amp; AWARDING INSTITUTION:</b>
Archila, Alex	ARH 224: History of Art (*) MMC 326: Media Law BUL 316: International Law PHI 207: Introduction to Business Ethics HFT 210: Travel and Tourism Laws MAN 424: Business in Latin America MAN 214: Organizational Leadership MAN 326: Organizational Behavior MAN 211: Human Resources Management	JD, St. Thomas University School of Law. Miami Gardens, FL MBA, University of Phoenix. Fort Lauderdale, FL A.S in Public Administration, Miami Dade Community College. Miami, FL
Gonzalez, Rafael	BUL 114: Business Law	J.D. University of Miami 2000 B.A. Florida Int'l University 1991
Ashley, Joey	SPC 134: Introduction to Public Speaking FIL 301: Film History and Criticism MAR 212: Social Media MMC 426: Reality Shows MMC 234: Ethics and Mass Media MMC 400: Media Literacy MMC 316: Writing for the Media PUR 302: Public relations RTV 324: Broadcasting Production and Editing RTV 402: Production Management	M.S, Entertainment Business, Full Sail University B.A, Cinema-Television, Palm Beach Atlantic University

	<p>MMC 101: Intro to Mass Communications  THE 301: Theater &amp; Performing arts  MMC101: Introduction to Mass Communication  CIS235: Microsoft Technology Applications</p>	
Bautista, Lydia B.	<p>ECO 205: Principles of Economics  IHD 136: Self-Empowerment  IHD 138: Personality Enneagram  ECO 405: International Economics  ECO 307: Microeconomics  IHD 338: Personality Enneagram: Managing your Personality</p>	<p>M.S. in Higher Education Administration  Universidad de los Andes  B.A. in Economics  Universidad Externado de Colombia  Certified in Holistic Education, Enneagram specialist</p>
Abaya, Elisabeth	<p>ART 101: Drawing  PCB 110: Ecology  PCB 221: Ecology and Sustainability</p>	<p>M.S in Art Education, University of Florida 2011–2014  BA in Fine Art / Art History Minor, University of Florida 2009–2011</p>
Carrillo, Francisco	<p>ECO 205: Principles of Economics  ECO 307: Microeconomics  ECO 405: International Economics  MAN 412: Entrepreneurship and Creativity  MAN 212: Global Management  MAN 108: Intro to International Business  HFT 303: Travel Sales and Trends  EUH 221: Western Civilization</p>	<p>M.A of Arts Degree in International Political Economy, Universidad de las Americas. Mexico City, Mexico  B.A of Science in Business Management, The University of West Florida. Pensacola, FL</p>
Chonevski, Aleksandar	<p>MAN 428: Business in Europe  MAN223: Business Expo  PH 202: Ethics  PHI 207: Intro to Business Ethics  SGY 201: Sociology</p>	<p>M.A. in European Studies, Angel Kantchev University Ruse. Bulgaria  B.A in Social Studies, Sts. Cyril and Methodius. Skopje, Macedonia.  Master Certification-International</p>

	IHD: Self-Empowerment PHI 225: Critical Thinking MAN 224: Business Planning	Economy, Viadrina University. Frankfurt/O. Germany.
DeMelo, Ananda	MMC 234: Ethics and Mass Media SPC 134: Introduction to Public Speaking HLP 131: Stress Management and Yoga JOU 105: Introduction to Journalism PUR 102: Public Relations	Masters in Arts Management Specialization St. Thomas University Miami Gardens, FL BA: Public Relations Florida International University Miami, FL
Develasco, Edgardo	MAN 212: Global Management MAR 210: Global Marketing MAN 412: Entrepreneurship and Creativity MAN 108: Intro to International Business	MIBA: Masters in International Business Administration, Specialization in MIS, Nova Southeastern University, Davie, FL. Robbins-Madanes Core 100 Training- Life Coach BA: Law and Political Sciences, San Marcos University of Lima, Lima, Peru
Guido, Victor	PGY 2021: Photography MAC 115: College Algebra	Ph.D. in Andragogy Education, Inter-Americana University of Panama Specialization in Business Engineering mention in Organizational Development, Simon Bolivar University. Venezuela M.Sc. in Planning and Administration of Education, Rafael Urdaneta University. Venezuela B.A in Education Mention Math, Central University of Venezuela, Venezuela A.A in Photography, Roberto Mata School. Venezuela
Gilmour, Courtney	AVM 312: Air Transportation Management HFT 104 Introduction to Travel and Tourism HFT 203 Process Reservations HFT 414 Hospitality Industry	Ph.D. Business Management/ Organizational Leadership (2022) M.S Hospitality and Tourism Management, University of Central Florida, Orlando, FL



	HFT The Cruise Market	BSAS Hospitality and Tourism, University of South Florida, St. Petersburg, FL A.A Hospitality and Tourism, St. Petersburg College, St. Petersburg, FL
Haley, Debora	ART 101: Drawing Mar 412: Advertising	BFA of Fine Arts, Otis College of Arts and Design, Los Angeles, California
Heinze, Gabriel	FIN 207: Financial Administration FIN 214: International Finance ACG 102: Principles of Accounting	B.A of Science in Accounting University of Buenos Aires, Argentina
Martin, Luis	FIN 207: Financial Administration ACG 102: Principles of Accounting	Doctor of Business Administration: Specialization in Finance. Saint Thomas University, Miami, FL MBA International Business Saint Thomas University, Miami, FL BA in Business Saint Thomas University, Miami, FL
Miranda, Luis	MAN 224: Business Planning MAN 301: Project Management MAR 308: Consumer Behavior MAR 324: Customer Service MAN 214: Organizational Behavior	DBA in Global Management, Keiser University. Fort Lauderdale, FL M.A of Science in Project Management, DeVry University. Fort Lauderdale, FL B.A in Business Management Florida Metropolitan University, Fort Lauderdale, FL
Moyano, Angelica	MAN 104: Introduction to Management MAN 214: Organizational Leadership MAN 424 : Business in Latin America MAN 412: Entrepreneurship and Creativity	M.S. Higher Education Administration, Barry University B.B.A. with Mayor in Management and Minor in Marketing, St. Thomas University
Moyano, Liliana	MAR 212: Social Media JOU 105: Introduction to Journalism	Master of Business Administration Specialization: International Business, St. Thomas

	<p>MMC 101: Introduction to Mass Communication  MMC 224: Speaking on Radio  SAP 101: Spanish</p>	<p>University B.A. in Communication Art  B.A. in General Business, Minor Marketing, St. Thomas University  B.A. in Communication Art  B.A. in General Business, Minor Marketing, St. Thomas University  “Fluent English, Italian and Spanish languages”</p>
Moyano, Lina	<p>IHD 234: Holistic Human Development  PSY 201: Psychology  PHI 225: Critical Thinking  HLP 131: Stress Management and Yoga I  HLP 221: Yoga and its Philosophy  SGY 201: Sociology  HLP 223: Balanced Life with Thai Chi  PHI 202: Ethics</p>	<p>Doctor of Education  Major: Special Education  Minor: Autism  NOVA Southeastern University  Master of Social Work, Florida International University  B.A. in Sociology  Minor: Psychology  St. Thomas University  Note: Professor Moya has 15 years of experience in the practice of Yoga and Thai Chi</p>
Moyano, Marcela	<p>COM 242: Business Communication  MMC 416: Documentaries  PUR 302: Public Relations  MMC 432: Internship  MMC 224: Speaking on Radio and Television  MMC 324: Speaking on Radio and Television II  ENC 134: English Composition I  ENC 224: English Composition II  ART 324: Graphic Design  ART 416: Web Page Design  ART 326: Animation</p>	<p>EDD Doctor of Education  Major: Educational Leadership  Saint Thomas University  M.A. in Communication, Barry University  B.A. in Communication Art  Minor: English Saint Thomas University  University of experience in the practice of Yoga and Thai Chi</p>
Ninomiya, Kenneth	<p>MAR 412: Advertising  MAR 106: Principles of Marketing</p>	<p>MBA-Executive Program, Florida International University, Miami, Florida.  BBA: Marketing, Dallas Baptist University</p>

Noudjo, Andre	<p>MAN 316: Operations Management</p> <p>MAN 412: Entrepreneurship and Creativity</p> <p>MAN 315: Logistics Management</p> <p>MAN 226: Organizational Behavior</p> <p>MAN 315 Logistics Management</p> <p>MAN 212 Global Management</p>	<p>Master of Science in Economics, Florida Atlantic University, Boca Raton.</p> <p>Bachelor of Science in Business Economics, Florida Atlantic University, Boca Raton.</p> <p>BBA: Management in Information Systems, Florida Atlantic University, Boca Raton.</p>
Onoyama, Kiyomi	<p>HFT 106: Travel and Tourism Geography</p> <p>HFT 208: The Cruise Market</p> <p>HFT 104: Introduction to Travel and Tourism Industry</p> <p>HFT 203: Process Reservations</p> <p>HFT 205: Marketing in Travel and Tourism</p> <p>HFT 303: Travel Sales Trends</p> <p>HFT 305: Meeting and Event Planning</p> <p>HFT 405: Internship</p> <p>HFT 414: Hospitality Industry</p> <p>HFT 312: World Destinations</p> <p>MAN 426: Business in Asia</p>	<p>MBA in International Hotel &amp; Tourism, Schiller International University. Largo, FL,</p> <p>B.A. in Speech Communication, Southern Illinois University in Carbondale. Carbondale, IL.</p>
Orfei, Deborah	<p>ITA 101: Italian</p>	<p>Postgraduate Degree in "Teaching Italian to Speakers of Others Languages"</p> <p>Postgraduate Degree in "Analysis of Quality of Life and Its Complexity"</p> <p>Master's Degree in "Statistical Sciences"</p>

Rose, Jack	COM 242: Business Communication MAN 224: Business Planning MAN 223: Business Expo MAR 324: Customer Service MAR 206: Principles of Marketing MAR 301: Marketing Research MAN 315: Logistics Management MAR 206: Principles of Marketing MAN223: Business Expo MAR412: Advertising MAR308: Consumer Behavior	M.Ed. in Ed Administration and Superv, Nova Southeastern University. Davie, Florida (1985-1986) Marketing Education Certification, Florida Atlantic University. Boca Raton, Florida (1976-1978) B.A in Economics, Marketing, and Management, Rutgers University. Newark, New Jersey (1971)
Rosero, Fernando	EUH 221: Western Civilization, ARH 224: History of Art, FIL 301: Film History and Criticism	M.S. in Marriage and Family Counseling M.A. in Communication St. Thomas University B.A. in Communications Art B.A. in History St. Thomas University, Miami Gardens, FL
Weisler, Joseph	ENC 134: English Composition ENC 224: English Composition II	PH.D in Education/Law Universidad Central de Las Villas Santa Clara, Villa Clara, Cuba MBA in Education/Curriculum Design and Instruction Universidad Central de Las Villas Santa Clara, Villa Clara, Cuba
Weisler, Anthony	ACG 102: Principles of Accounting	Master's in English: Creative Writing, Southern New Hampshire University, Durham, New Hampshire. B.A of Arts in Communication, Florida Atlantic University, Miami, Florida
Ramirez, Juana	ACG 501: Managerial Accounting MAN 601: Quality Management	DBA – Leadership, Keiser University, Fort Lauderdale, FL MBA – Leadership, Keiser University, Fort Lauderdale, FL

Gonzalez, Ernesto	SYA 503: Methods of Research I	Ph.D., Business Administration University of Oviedo. Oviedo, Spain. Master Business Administration University of Oviedo Oviedo, Spain. Instructional Design and Technology Education Specialist Keiser University, Ft. Lauderdale Florida
Burt-Stewart, Miya	MAN 503: The Sustainable Enterprise	DBA, Business, Argosy University Chicago, IL MBA, Business, University of Phoenix Ft. Lauderdale, FL
Mendez, Jose	MAN 508: Supervisory Management	DBA, Business Administration and Global Leadership, Keiser University, Fort Lauderdale, FL Master, Industrial Organization Psychology, Carlos Albizu University, San Juan PR
Piong, Chee	ACG 501: Managerial Accounting	Phd, Leadership/Organizational Change, Walden University, Minneapolis, MN Phd, Accounting/Financial Management, Northcentral University Prescott, Valley, AZ MBA, International Business, International Business, Davie, FL
Meléendez Delgado, Edwin	MAR 612: Marketing Trends	DBA, Business Management, Pontificia Universidad Católica de PR, Ponce, PR MBA, Global Management, University of Phoenix, Guaynabo, PR

Dr. Juan Tapia	MAN 315: Logistics Management	Master in Computer in Computer Information Sciences Florida Agricultural & Mechanical University – Tallahassee, FL B.A in Computer Information Systems Florida Agricultural & Mechanical University – Tallahassee, FL
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## 2022 – 2023 Catalog Addendum

### Refund Table (effective January 1st 2023)

<b>Refund Table</b>	<b>15 Week Class Meetings</b>
Student is entitled to upon withdrawal/Cancelation	<b>Refund</b>
Within first 3 days after signing enrollment agreement.	100%
Withdrawal during Week 1 (Add/Drop Period)	100%
Withdrawal during Week 2 (Add/Drop Period)	100%
Withdrawal during Week 3	60%
Withdrawal during Week 4	50%
Withdrawal during Week 5	40%
Withdrawal during Week 6	30%
Withdrawal during Week 7	20%
Withdrawal during Week 8	10%
Withdrawal during Week 9	No refund

<b>Refund Table</b>	<b>7 - 10 Weeks Class Meetings</b>
Student is entitled to upon withdrawal/Cancelation	<b>Refund</b>
Within first 3 days after signing enrollment agreement.	100%
Withdrawal after 1 <sup>st</sup> Class Meeting (Add/Drop Period)	100%
Withdrawal after 2 <sup>nd</sup> Class Meeting (Add/Drop Period)	100%
Withdrawal during Week 2	60%
Withdrawal during Week 3	40%
Withdrawal during Week 4	20%
Withdrawal during Week 5	No refund

Others	<b>Cost</b>
Not subject to refund after the five (5)-calendar- day student right to cancel enrollment.	
Official Transcripts	\$10
ACCUPALCER (Proficiency test)	\$15
Credit Transfer Evaluation	\$100
Student ID replacement	\$10

## **Athletic Department – Effective 10/31/2022**

### **UIC Athletics**

UIC welcomes student athletes who are eager to take their commitment to sports to the next level while becoming holistic professionals

### **Mission Statement**

The mission of UIC athletics is to provide students with an opportunity to participate in intercollegiate athletic competition. Through a passion for sports, students apply themselves physically and mentally to achieve goals, build character, and develop leadership skills. UIC is committed to the holistic education of students. Intercollegiate athletics is part of that, promoting the values of teamwork, sportsmanship, integrity, and respect for others. Enjoying success and handling failure, responsibly, are immeasurable acquired skills fostering success in life, well beyond the field or court.

### **Student Athlete Policy**

UIC student-athletes know that athletic accomplishments are secondary to academic success. Each student-athlete is expected to meet academic requirements every semester and agree to academic monitoring. Progress reports are communicated between the athletic department and advisors. The writing center is available for academic support and student-athletes are also offered other support services to help them achieve academic success. College athletics helps students to achieve goals, build character, and develop leadership skills. Scholarships are available to those who qualify.

By representing UIC eagle Rays the student-athletes agree to the following:

- Represent themselves, their team, United International College, and the UIC Eagle Rays with integrity and dignity.
- Accomplish academic success by meeting the standards of satisfactory academic progress at minimum.
- Respect and follow UIC's rules and regulations at all times.

Any breach of the above-mentioned rules may lead to sanctions, up to and including suspension or dismissal from the team, loss of an athletic scholarship, and suspension or expulsion from UIC.



### **English Proficiency – Effective 05/08/2023**

Applicants whose native language is not English are required to provide proof of English language proficiency by submitting the minimum score on any of the following tests:

#### **Undergraduate Applicants**

<b>English Proficiency Test</b>	<b>Minimum Score</b>
Test of English as a Foreign Language (TOEFL) Paper Based Delivered Test	57
Test of English as a Foreign Language (TOEFL) Internet Based Test	61
International English Language Testing System (IELTS)	All levels score: 6.0
Pearson Test of English Academic Score Report	44
Duolingo English Test	95
4-skill Michigan English Test (MET)	53
Michigan Examination for the Certificate of Competency in English (ECCE)	<b>650/LP</b>
Michigan Examination for the Certificate of Proficiency in English (ECPE)	<b>650/LP</b>
A high school diploma completed at an accredited/recognized high school (where the medium of instruction is English).	

#### **Graduate Applicants**

<b>English Proficiency Test</b>	<b>Minimum Score</b>
Test of English as a Foreign Language (TOEFL) Paper Based Delivered Test	60
Test of English as a Foreign Language (TOEFL) Internet Based Test	71
International English Language Testing System (IELTS)	All levels score: 6.5
Pearson Test of English Academic Score Report	50
Duolingo English Test	100
4-skill Michigan English Test (MET)	55
Michigan Examination for the Certificate of Competency in English (ECCE)	<b>650/LP</b>
Michigan Examination for the Certificate of Proficiency in English (ECPE)	<b>650/LP</b>

<b>College Board Accuplacer ESL Exam</b>	<b>Minimum Score</b>
ESL Language Use	85
ESL Listening	80
ESL Reading	85
ESL Sentence Meaning	90
ESL Writeplacer	4
Comprehensive Score for all exams	350

- A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge.
- A transcript indicating completion of at least 30 semester credit hours with an average grade of “C” or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English. An average grade of B or higher is required for the master’s degree.

- Students whose native language is not English but have completed at least two years of study in an American high school are exempt from taking the proficiency test.

Students who do not meet the minimum English proficiency requirement may be asked to write an essay to be conditionally admitted, or placed in the English as a Second Language Program according to their assessment scores.

**Non-discrimination Policy Effective 02/01/2023**

***UNITED INTERNATIONAL COLLEGE*** is an institution open to every individual looking for an equal opportunity for quality education regardless of sex, race, color, age, and religion, social or economic status. It is the policy of the college that no person within the organization shall discriminate on the basis of sex, race, color, and age, and religion, social or economic status.

Retaliation against an individual who files a complaint of discrimination, or who participates in the investigation of a discrimination complaint, is prohibited.