

INTER AMERICAN UNIVERSITY OF PUERTO RICO  
METROPOLITAN CAMPUS

DEAN OF STUDENTS OFFICE

**STUDENT GUIDE:**  
***Metro Campus Support from A to Z***

2020

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## MESSAGE FROM THE CHANCELLOR



Welcome to the Metropolitan Campus (Metro) of Inter American University of Puerto Rico! Thank you for choosing this campus as the setting to continue your academic development and start you on the way to become a professional. At Metro you will find information regarding the multiple development opportunities the campus has for you, while you obtain an integral education, develop lifelong friends and start with sure footing your path towards the future.

**Developing leaders and entrepreneurs for the world** has become the catchphrase that synthesizes the Metro Campus mission and conveys a clear message: any staff member of every administrative unit within campus is expected to respond to your inquiries and concerns, satisfy your educational needs and exceed your expectations regarding service. I am convinced your time among us will be a fruitful and rewarding experience.

Please, refer to this guide as a way to learn key aspects about Metro Campus that will make your experience richer and more enjoyable. Get the most of it and let me know how to improve your Metro Campus experience.

We are all here to help you construct your future and wish you all the best!

Marilina L. Wayland  
Chancellor

## INTER AMERICAN UNIVERSITY OF PUERTO RICO

### VISION

Inter American University of Puerto Rico is a top quality higher education institution in search of academic excellence, with emphasis on the formation of people with democratic and ethical values, framed in an ecumenical Christian context.

### METRO CAMPUS MISSION

The Metropolitan Campus serves students from diverse cultural and national backgrounds. It offers an academic education geared toward the development of leaders and entrepreneurs who are committed to making significant contributions to society. These contributions are based on the values of service, democracy, and the reaffirmation of Inter American University of Puerto Rico's character as an institution with Christian roots and an ecumenical focus.

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*It is the University's policy to guarantee equal opportunity to all in all its educational programs, services and benefits. The University does not discriminate against anyone because of race, color, religion, sex, national origin, handicap, age, marital status, physical appearance, political affiliation or any other classification protected by the provisions of Title IX of the Amendments to the Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Handicaps Act of 1990 or any other applicable federal or state law or regulation. <http://www.inter.edu>*

## ATHLETICS DEPARTMENT

Any Metro Campus student may participate in the recreational and competitive sports activities available. There are two levels of athletic competition: LIDE and LAI leagues.

The LIDE (*Liga Interinstitucional de Deportes Extramuros* in Spanish) is made up of teams from each IAUPR campus, who compete in the following sports: basketball, beach volleyball, cheerleading, cross country, dance, futsal, soccer, softball, table tennis, taekwondo, track and field, tennis, volleyball, and weightlifting.

The LAI (*Liga Atlética Interuniversitaria* in Spanish) is the IAUPR varsity team, which represents the university against other universities in the same league in Puerto Rico in the following sports: baseball, basketball, beach volleyball, cheerleading, cross country, dance, judo, soccer, softball, swimming, table tennis, taekwondo, track and field, tennis, volleyball, and weightlifting.

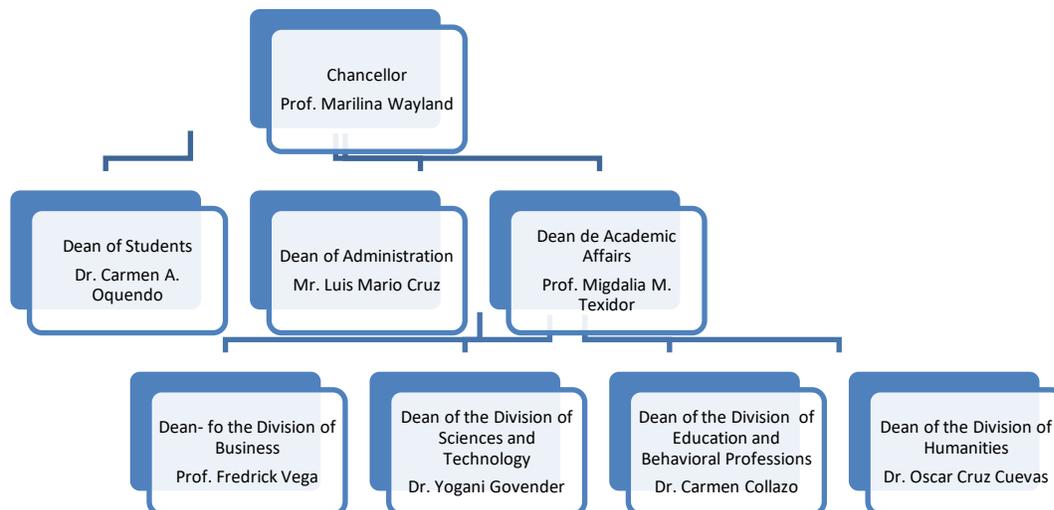
Students interested in participating as a student athlete in any of these leagues may call (Ext. 2526) or visit the Metro Campus Athletics Director, Mr. Jesús Cora Navarro, whose office is located on the second floor of the Sports Center. You may also write to [jacora@metro.inter.edu](mailto:jacora@metro.inter.edu).

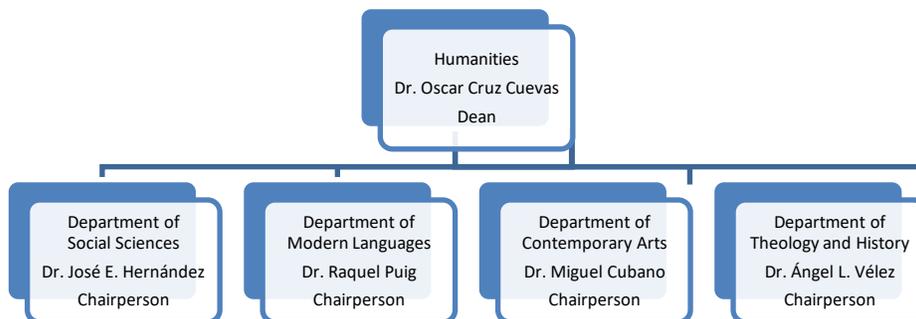
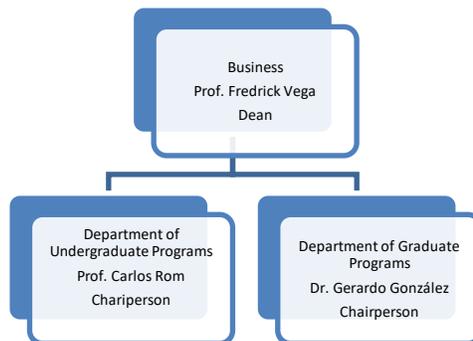
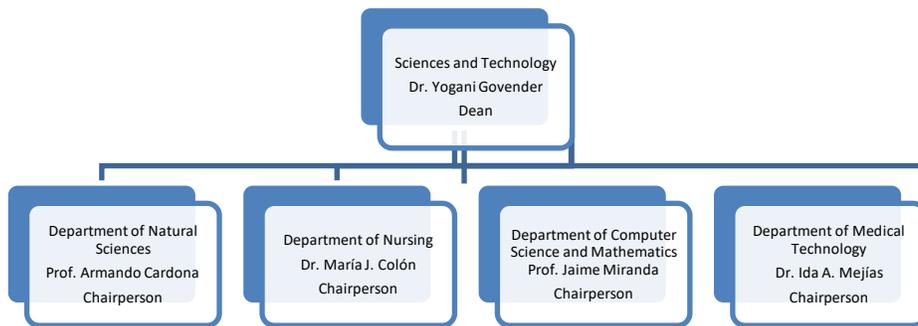
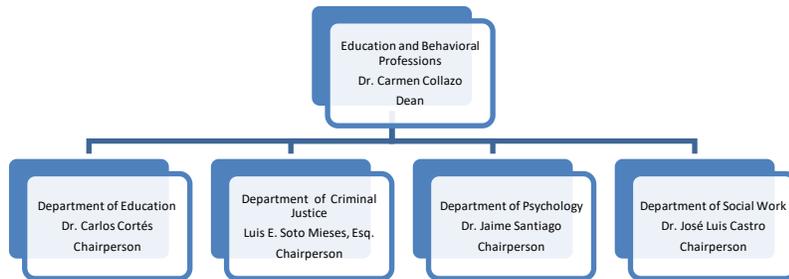
## CAMPUS ORGANIZATION

The Inter American University of Puerto Rico (IAUPR) Metro Campus (MC) is the largest unit within the IAUPR system, with an enrollment of close to 8,000 student at all educational levels and almost 500 employees. Professors are known as faculty members, while non-teaching personnel are collectively known as the administrative staff. They are all here to support your experience and help you attain your educational goals.

Professor Marilina Wayland is the MC chancellor and its chief executive officer. As such, she heads all employees, grouped by academic disciplines and types of service provided to current and prospective students as well as alumni. The academic endeavors are supported by hundreds of administrative employees within academic divisions and other administrative units. Three deans provide support to all university activities: Dean of Academic Affairs, Dean of Administration and Dean of Students.

All college-level academic programs are overseen by one of four division deans, organized along related disciplines: Business, Education and Behavior Professions, Humanities, and Sciences and Technology. Each division is further organized into several related departments. Department-level affairs are overseen by a departmental chairperson. MC organizational charts follow.





## EXTRA-CURRICULAR ACTIVITIES

The university experience encompasses a succession of educational experiences gathered around two major components. The primary component of your education is the curriculum, a well-thought out series of courses and experiences required from you in order to fulfill degree requirements. For an undergraduate degree, those are divided into various categories: General Education, major and minor discipline, related required and elective courses. These are organized in a coherent manner within the curricular sequences available in your departments. These sequences are designed to help you organize and plan each academic. It is of utmost importance for you to get familiar with these courses and organize yourself to get the most from each one, so you get as well prepared as possible for your next step, whether entering the job market or pursuing a graduate or professional degree.

The second component of your college experience is related to your personal and professional development and is also made up of several kinds of educational experiences. First, there are the co-curricular activities such as book presentations, conferences, congresses and symposia developed to delve deeper into subjects covered in your courses. The second group of activities are the extra-curricular activities, which deal with subject matters that may not necessarily covered within the scope of the academic programs. These activities include social, religious, sports, service, cultural, leisure and leadership activities.

Both co-curricular and extra-curricular activities are organized by academic departments, student organizations, the Student Council and the Dean of Students Office. Participating in them will significantly enrich your educational experience and contribute to your personal and professional development. To learn about these activities, please visit the campus webpage often, refer to the *Huellas* newsletter and follow the digital signage monitors across campus.

## FREQUENTLY ASKED QUESTIONS

Does the Metro Campus have an **Honors Program**?

Yes. The IAUPR Honors Program is designed to achieve the maximum development of undergraduate academically talented students. The Program aims to attract students looking for an academic program that challenges and guides them by means of an interdisciplinary and critical thinking approach.

Does MC offer **tutoring services**?

Yes. There are tutoring services in disciplines such as Spanish, English, Mathematics and Accounting. Those services are available mainly within centers located in the first floor, namely the Multilingual Center, the Interdisciplinary Writing Center and the MATH (*Matemáticas a Toda Hora*) Center. All services are free of charge and available during campus working hours. These tutoring centers also provide a safe and relaxed place to study. Additional tutoring services are may be available through the divisions of Business and of Sciences and Technology.

What kinds of **financial aid** are available at MC?

There are different kinds of financial aid available to qualified MC students. Eligible students may participate in Pell Grants, the Federal Work Study program, receive institutional scholarships and apply for federal loans. In addition, several scholarships are awarded to students on a merit basis for particular talents or abilities, such as exceptional musical talent or sports prowess. These particular scholarships are only awarded to students who have filed a Free Application for Federal Student Aid (FAFSA) application. For more information regarding scholarships, please, contact the Financial Aid Office, located on the third floor of the main JHW building.

May I complete a **minor** within my undergraduate program?

Yes. A minor concentration may help you get better prepared for the road after your undergraduate degree. If you are interested in pursuing a minor concentration, please, visit your academic counselor or the departmental chairperson to explore minor options that are compatible with your needs and interests.

Is there a particular **order to take my assigned coursework**?

Yes. In order to make the most efficient use of your college time, you may refer to the course sequence your department has suggested. This document places in the best order all the courses you will need to take, along with all its requirements, in order to complete your degree on a timely manner. The curriculum sequential for your program of study is available in your department and in the campus webpage [www.metro.inter.edu](http://www.metro.inter.edu).

Where are the **classrooms**?

Most classrooms are located in floors 2 to 6 of the JWH building. Additional rooms are available in the Information and Telecommunications (first floor) of the multi-level parking building, in the

Design building, close to the Sports Center, and in the Caguas University Center.

May I **change the courses** in my registration?

Of course, during the add/drop period stated in the academic calendar.

Are there any **dorms** in campus?

No, at the moment there are no dorms in campus.

Is there **public transportation** to get to and from campus?

Yes. The Metropolitan Bus Authority (AMA) bus makes a stop close to campus as part of route # 31 route. In addition, we offer free trolley transport between the campus and the *Tren Urbano* Cupey Station, located on state road number 1. The trolley schedule is posted in the campus webpage,

May I **switch majors**?

Yes. Before switching it is advisable to seek orientation and meet with a professional counselor, your academic advisor and the chairpersons of the department you would be leaving and the one you want to enter. You may also consult with a financial aid official, because this switch may affect your eligibility for some types of financial aid.

What is the minimum **academic load** to be considered a full-time student?

At the undergraduate level you will need at least 12 credit-hours per term (trimester or semester) to be considered a full-time student.

What is MC **street address**?

State Road # 1 corner of Francisco Seín St.  
Monacillos, Río Piedras, Puerto Rico 00926

Where are the **enrollment offices** located?

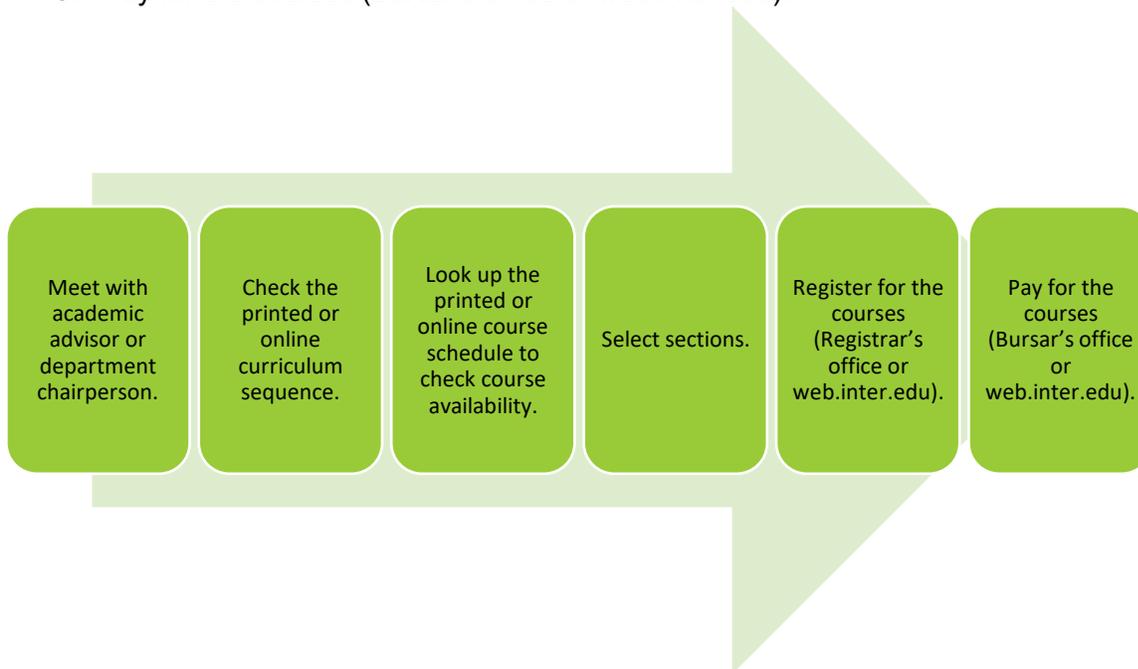
All offices related to the enrollment process are located on the third floor of the main JHW building. The complete registration process includes selecting the courses, registering the courses and paying for the courses. All these processes may be done in person in the Registrar's or Bursar's offices or online through [web.inter.edu](http://web.inter.edu).

How can I complete the **registration process**?

Registering or courses is easy and can be don completely online ([web.inter.edu](http://web.inter.edu)) following these steps:

1. Meet with academic advisor or department chairperson.
2. Check the printed or online curriculum sequence.
3. Look up the course schedule to check course availability (printed or [web.inter.edu](http://web.inter.edu)).
4. Select sections compatible with your needs and interests.

5. Register for the courses (Registrar's office or web.inter.edu).
6. Pay for the courses (Bursar's office or web.inter.edu).



May I start a **new student organization**?

Yes. In the event no student organization meets your interests, it is easy to start a new one with like-minded students. Such groups shall comply with the requirements stated in the General Student Regulations. For additional information regarding student organizations, you may contact the Dean of Students Office.

May I **participate in internships or exchange** opportunities?

Yes. Inter American University of Puerto Rico is part of many consortia with institutions of higher education around the world. In addition, MC is a member of the National Students Exchange program. There are also internship opportunities within government agencies and commercial organizations that receive students. For additional information about these opportunities, speak to your academic counselor or visit the International Relations Office.

Is MC a **safe place** to study?

Yes. MC has security guards who are trained and ready to respond to unforeseen or emergency situations 24 hours a day. A Safety Bulletin is published yearly and available at metro.inter.edu.

Is **dropping a course** better than getting an F?

It depends. Choosing between dropping a course or staying and failing it is a tough decision that should be considered carefully and after consultation with your academic advisor, a trusted professor, and the department chairperson. In some instances, you may also need to consult with a professional counselor and a financial aid officer, who may help you in considering the effect of this decision in your compliance with IAUPR Satisfactory Academic Progress Norm.

How should I handle an **Incomplete (I) grade**?

Conditions under which a student may receive an “I” grade are fully explained in the General Catalog. A student may ask for or receive this grade only when at least 60% of the required coursework has been completed and a valid reason impeded its completion. There is a non-flexible date included within the academic calendar for completing the relapsed work and notifying the registrar’s office of the change in grade. It is the student’s responsibility to communicate with the professor to make the necessary arrangements in a timely manner.

What is the importance of the **academic calendar**?

An academic calendar is issued for every academic term of study. It states important, non-flexible dates throughout the term for completing processes such as registering, adding, changing or dropping courses, applying for tests or for graduation, and removing incomplete grades from the previous term. In addition, the calendar includes the dates set up for starting and ending classes, the final exams period and holidays. The calendar is available at [www.metro.inter.edu](http://www.metro.inter.edu).

What is the **curricular sequence document**?

For every academic program, there is a **curricular sequence document**, which states all the courses required to complete a degree in a suggested, logical order along the length of your college career. It includes all requirements and co-requirements for your degree coursework. A requirement is a course needed to take before taking another one, while a co-requirement is a course you need to take alongside another course. Following your curricular sequence will help you complete your degree in a timely manner. Curricular sequence documents are available in your academic department and in the campus webpage.

## INTERNATIONALIZATION

In 2010 the Metro Campus of the Inter American University of Puerto Rico started the implementation of its **Strategic Plan for Internationalization**. This plan, developed as a result of a self-study conducted under the auspices of the American Council on Education, has set four internationalization goals geared towards the development of four competencies required for students to participate as citizens of a global community:

- (1) *problem solving and decision-making skills*
- (2) *mastery of at least two languages*
- (3) *appreciation of cultural diversity, and*
- (4) *interpersonal sensitivity and empathy to individual needs*

The International Relations Office (IRO), located in room 126, is primarily charged with the implementation of this Internationalization Strategic Plan. Accordingly, it is responsible for the internationalization of the local student body, fostering participation of the whole campus university community in activities with an international dimension. In addition, the IRO is the campus unit eminently in charge of supporting prospective and current international Metro Campus students.

For more information about the Strategic Plan for Internationalization, please visit the International Relations Office or contact Dr. Ramón Ayala, IRO Director, at [rayala@intermetro.edu](mailto:rayala@intermetro.edu).

## ORIENTATION PROGRAM

The mission of the University Orientation Program (POU) is to promote the integral development of students, so they may achieve their formative goal, and therefore, their self-realization and well-being. Professional counseling, as a support process, has a preventive approach as well as one for the development of individuals, although if necessary, it identifies, refers and coordinates services for students who may show pathological conduct in the educational scenario.

The services of the Orientation Program are offered by licensed professionals who help students to develop the skills necessary to obtain the greatest benefit from the university experience. Therefore, orientation is directed toward attending the different needs of the university student in the following areas:

1. Personal: interpersonal relations, self-esteem, self-knowledge, motivation and decision making;
2. Vocational: exploration and selection of careers, vocational decision making, definition of academic objectives, and selection of major; and
3. Educational: different study techniques and academic motivation.

The Orientation Program is also a source of job information which receives job offers and helps you in preparing your résumé and getting ready for the job hunt.

## PARKING

Students who wish to do so may park their cars in one of two available parking lots. The first is the multi-level parking, located across the Francisco Seín Street on the north side of the John Will Harris (JWH) building in campus. A second lot is located between the main building campus and the Sports Center, on the south side of campus. This second lot has direct access to the campus main building through the Student Center in the first floor and through the Information Access Center in the second floor. The cost, including tax, for using any of the parking lots is \$1.12 for vehicles with access stickers and \$2.23 for vehicles without the sticker and those from visitors to campus.

To get an access sticker, students may apply at the gate for the parking lot or by visiting the Security Office. The following supporting documents are required:

- Validated student ID
- Driver's permit
- Vehicle registration document. If someone else owns the vehicle, that person should authorize you, in writing, to get the sticker.
- the vehicle someone else's, a written authorization from the owner
- Metro Campus registration documents

All vehicle drivers within campus shall comply with all applicable transit and parking laws, regulations, and norms. For safety reasons, we encourage parking all vehicles in reverse.

## SAFETY

The Office of Security is located in the basement of the Centro de Desarrollo Integral (CeDI) laboratory school. This office oversees safety and security aspects of the everyday functioning of the campus and is the first responder in case of an emergency. It is also responsible for assuring compliance with the vehicular traffic and parking campus rules.

The Office of Security has also a leading role in the annual publication of the campus Safety Bulletin, which provides details on criminal activity reported in campus and immediate surroundings during a particular year. This bulletin is available in the campus webpage, [www.metro.inter.edu](http://www.metro.inter.edu).

The Office of Security is also responsible for keeping custody of found objects. If you have suffered the loss of any valuable personal item, it may be found there. By the same token, should you find any such item, please take it to the Office of Security for a safe keeping until it is reclaimed by its owner.

Other additional responsibilities for the Office of Security are:

- Production and validation of ID cards for all members of the campus community.
- Authentication of students' identity for taking online courses.
- Administration and of distribution of parking permit stickers.

Finally, the Office of Security is responsible for providing support to security plans for students who report facing domestic violence or Title IX (sexual harassment) issues.

## SAFETY PRECAUTIONS

Your safety is very important. Please beware of persons behaving in a suspicious manner or showing the following signs:

- Aggressive or violent behavior
- Incoherent speech
- Immobility for long periods of time
- Unkempt appearance
- Use of alcohol or illicit drugs
- Suicidal threats or behavior
- Possession of a firearm

### **Safety tips**

1. Avoid staying by yourself; there is safety in numbers. Also, avoid staying in a classroom by yourself. Use the library for studying on your own.
2. Analyze whether you truly need to carry a purse. At any rate, bring with you just enough cash to cover your needs.
3. Avoid wearing dangling valuable objects or jewelry.
4. If you are being followed while walking, cross the street or change direction, looking back from time to time so your follower knows you are aware.
5. Stay alert about your surroundings.
6. At night walk only along well-lit spaces.
7. Avoid using elevators, stairwells or restrooms by yourself, especially after hours.
8. Be familiar with emergency exits and phone numbers.
9. If you are the victim of an assailant, keep calm and think about your options. Assess your options and try one after the other: try to negotiate, distract the assailant, call for help or run to a safe place. Do not resist if the person seems to be armed.

**In the case of an emergency,  
call the University Guard at  
extension 2000.**

## SPORTS CENTER

All members of the university community have free access to the Sports Center, located off the Metro Campus, at the end of the outdoor parking lot for students' cars. Facilities within the Sports Center include indoors basketball and volleyball courts, as well as rooms for the practice of exercises such as weightlifting, dancing, walking on a treadmill and running stationary bikes. The Sports Center is open during campus regular business hours.

## STUDENT CENTER

The Student Center occupies the open areas of the first floor. It provides a place for spending your leisure time and to practice sports such as pool and table tennis, as well as to spend your leisure time passively or playing dominoes, chess or other board games. The Center also provides areas for small group meetings and wireless access for your electronic devices. A valid student ID is required for access to some services from the Student Center.

The Student Center provides direct Access to the outdoor parking lot for student's cars, the Office of the Chaplaincy, the *MetroLibros* bookstore, the International Relations Office, the office of the University Tuna, the Honors Program, the Alumni Office, the Student Support Center, the First Aid Center, the Nursing Room, the Counselling Center, and the Cefeteria. In addition, it provides access to the Multilingual Center, the Writing Center, and the MATH Center. These three centers offer free-of-charge tutoring and academic support services for campus students.

## STUDENT ID CARDS AND AUTHENTICATION

According to the General Student Regulations, students shall carry their ID cards at any time they are in campus. To get yours, please visit the Office of Security. Your ID may also be required to gain access to controlled areas in campus and to receive some services.

All registered students need to complete an authentication process in order to participate in certain activities, including taking online courses. To complete this process, the student must provide copy of the admission letter as well as a government-issued form of identification (valid driver's license or passport).

## STUDENT ORGANIZATIONS

Over 30 student organizations available in campus provide ample opportunities for social interaction and student development within particular disciplines or interests. Their activities make up a fascinating array of extracurricular activities that support your education, enhance your leadership skills and provide an exciting college experience. Some of the MC student organizations are the following.

### *Abriendo Caminos*

Accounting Student Association (*Asociación de Estudiantes de Contabilidad*)

Alpha Phi Omega

American Marketing Association, Inter Metro Chapter

American Medical Student Association, AMSA

Association of Latino Professionals for America (ALPFA)

Biomedical Sciences Student Association (*Asociación de Estudiantes de Ciencias Biomédicas*)

Caguas Student Alliance (*Alianza Estudiantil de Caguas*)

Chemistry Student Association (*Asociación de Estudiantes de Química*)

Criminal Justice Student Association (*Asociación de Estudiantes de Justicia Criminal*)

Entrepreneur Students Team (*Equipo de Estudiantes Emprendedores*)

Future Teachers Association (*Asociación de Futuros Maestros*)

Honor Strides (*Huellas de Honor*)

Inter Design Association

Inter Math

Inter Metro Chess Club

Inter Metro Speech-Language Pathology Student Chapter (IMSLPSC)

International Entrepreneurship Association

Master of Social Work (MSW) Student Association (*Asociación de Estudiantes de Maestría en Trabajo Social*)

MedLife Inter Metro

Medical Technology Student Association (*Asociación de Estudiantes de Tecnología Médica*)

Microbiology Students Association

National Society of Leadership and Success (NSLS)

Nursing Association Inter Metro

Pharma Global Students Association (PGSA)

Political Sciences Student Association (*Asociación de Estudiantes de Ciencias Políticas*)

Pre-Veterinary Association (*Asociación Preveterinaria*)

Psychological Support Organization (*Organización de Apoyo Psicológico*)

Psychology Student Association (*Asociación de Estudiantes de Psicología Inter-Metro [AEPSIM]*)

Puerto Rico Chamber of Commerce University Chapter (*Capítulo Universitario de la Cámara de Comercio de Puerto Rico*)

Puerto Rico Pre-Dental Association, Inter Metro Chapter

Roots and Shoots Inter Metro

ROTARACT Club

Science Tutors Team (*Equipo de Tutores Fortalece tu Ciencia*)

Social Work Student Association (*Asociación de Estudiantes de Trabajo Social*)

*Sports and Technology Management Association*

Sports Technology and Athletes Association (*Asociación de Tecnología Deportiva y Atletas*)

University Catholic Youth Association (*Asociación de Jóvenes Universitarios Católicos*)

University Christian Association (*Asociación Cristiana Universitaria, ACU*)

Writer's Circle

For additional information regarding student organizations in campus or to develop a student organization, please contact Mrs. Raquel Fuentes, at the Dean of Students Office (Room 247). You may also call extension number 2322 or write to [rfuentes@metro.inter.edu](mailto:rfuentes@metro.inter.edu). Another point of contact may be the student organization advisors teaching in your division or department.

## STUDENT SUPPORT CENTER (CENTRO DE APOYO ESTUDIANTIL)

The Student Support Center (CAE, *Centro de Apoyo Estudiantil*) helps freshman students by promoting the achievement of their educational goals in areas such as: academic and social integration, adjustment and satisfaction in the university environment.

The Student Support Center offers:

- Attention to student situations related to educational work through individual interviews and contacts with administrative staff and faculty.
- Support in social events that promote student integration with the members of the Student Council, student organizations, faculty, administrative staff and other groups.
- Coordination of workshops in tune with identified needs.
- Dialogue sessions with students in classrooms in order to share information that facilitates their adaptation to university life and the achievement of their educational project.
- Collaboration in the registration process.

The Student Support Center develops a series of strategies and an effective communication that facilitates teamwork with service offices, faculty, administration, the university community and even the family component. In addition, it encourages students to identify with the University and develop a sense of belonging.

## SUPPORT SERVICES (ACADEMIC)

Service Unit - Location	Available Services
<b>Distance Learning and Technological Development Center (CADDT) – First Floor multi-level parking</b>	Support for online students Administration of remote and proctored exams Technical support for Blackboard
<b>Information Access Center (<i>Centro de Acceso a la Información [Biblioteca]</i>) - Second Floor</b>	Access to circulation, reserve and special collection books Access to online and print journals and periodicals Use of computers, assistive equipment and copy services Use of individual or group study areas Use or request of audiovisual materials Access to MC research centers
<b>Information and Telecommunications Center (CIT) – First Floor multi-level parking</b>	E-mail account activation Open lab with computers, videoconferencing rooms and classrooms
<b>Interdisciplinary Writing Center - First Floor</b>	Support services for improving the quality of their written work in any disciplines One-on-one tutoring sessions in all stages of the writing process, from prewriting activities to drafting and revising, both in English and in Spanish Group orientations at the request of professors Techniques and strategies to improve writing
<b>InterMATH (<i>Matemáticas a toda Hora [MATH]</i>) - First Floor</b>	Tutoring services for MATH courses and for math skills necessary for other courses
<b>Multilingual Center (<i>Centro Multilingüe [CEM]</i>) - First Floor</b>	Tutoring services for strengthening communication skills in English and other languages Use of virtual programs for the practice of language skills (reading, listening, speaking, and writing) in Spanish, English, Arabic, French, Italian, Portuguese, German, and Mandarin

## SUPPORT SERVICES (NON-ACADEMIC)

Service Unit - location	Available Services
<b>Counseling Program (POU) - 111</b>	Personal counseling Personal and academic development workshops Support in major selection, career exploration and graduate studies option Support for students wishing to enter the job market
<b>Dean of Students Office – 247</b>	Orientation regarding student organizations and leadership development Information about students' rights and responsibilities Support for students affected by violence or harassment situations Information about prevention of alcohol and other drugs Disciplinary procedures against students Graduation issues
<b>First Aid Center – First Floor</b>	First aid procedures Taking of vital signs Support for non-emergency mild conditions Coordination of emergency transportation services Nursing (breastfeeding) room
<b>Inter American Clinic for Psychological Services* – Casa Sánchez</b>	Psychological, cognitive and psychoeducational evaluation of children and adults Psychological and vocational assessment Counseling and psychotherapy services
<b>International Relations Office - 127</b>	Information about study abroad and internship opportunities Support for international students
<b>Office of Security – CeDIn Basement</b>	Student ID processing Parking permit stickers Lost and found items Student authentication process Safety plans for domestic violence or Title IX claimants
<b>Office of Support for Students with Disabilities - 111</b>	Processing of reasonable accommodation applications Professional counseling and vocational orientation Coordination of services such as tutors, assistants, interpreters, readers and companions Coordination of transportation through <i>Llame y Viaje</i> Personal and academic development workshops
<b>Office of the Chaplain Universitaria – Student Center</b>	Spiritual and pastoral counseling Study of the Scripture Group and community adoration
<b>Student Council – 250</b>	Student development and leisure activities Peer student support to face college challenges Small grants for books or other educational needs
<b>Student Support Center - 110</b>	Support for freshman students Liaison between freshman student and other support services

\*Services available to the university community and the general public at a reduced cost

## TALENT GROUPS

The Metro Campus is the proud sponsor of several talent group that not only showcase the best of our student body. Their members are protagonists of significant events within the campus and also represent it in local and international artistic venues and intellectual competitions. The students selected to participate in these groups are challenged with additional responsibilities, are eligible for a scholarship and receive the recognition of the campus community.

<b>Talent group</b>	<b>Contact person</b>
<b>Debate Society</b>	Dr. Zulma Ayes Ext. 2177
<b>Storytellers (<i>Cuenta Cuentos</i>)</b>	Dr. Zulma Ayes Ext. 2177
<b>Theater Workshop</b>	Dr. Antonio García del Toro Ext. 2371
<b><i>Tuna Interamericana</i></b>	Prof. María E. Rodríguez Ext. 2213