

COLEGIO UNIVERSITARIO DEL SAGRADO CORAZON
Apartado 12383 - Loíza Station
Santurce, Puerto Rico

- I. ¿Cuáles son los requisitos de entrada al College?
- a) Poseer diploma de escuela superior o su equivalente:
1. Tener 16 créditos académicos incluyendo cuatro (4) años de inglés, tres (3) de español, Historia General, Historia de Puerto Rico e Historia de Estados Unidos, un (1) curso de ciencia y dos (2) de matemáticas y estudios sociales.
 2. Haber aprobado el examen del College Board dado por las Oficinas de Puerto Rico o Princeton.

Es recomendable presentar una carta de la principal de escuela o de la consejera.

- II. ¿Qué campos de especialización ofrece el Colegio Universitario del Sagrado Corazón?

a) Se otorga el Bachillerato en Artes con concentración en:

1. Arte
2. Historia
3. Relaciones Internacionales
4. Literatura
5. Lenguas Modernas (inglés español, francés)
6. Matemáticas
7. Ciencias Naturales (Biología, Química y Pre Médica)
8. Psicología
9. Ciencias Sociales
10. Humanidades
11. Economía

b) Se otorga además el Bachillerato en Ciencias Secretariales y en el campo de la Educación la licencia de enseñanza

c) Si la estudiante está interesada puede continuar estudios secretariales por dos años otorgándosele el grado de Asociado en Ciencias Secretariales.

- III. ¿En qué programas de ayuda económica puede participar la estudiante?

a) El Colegio otorga cierto número de becas y dispone de un número limitado de becas del Gobierno de Puerto Rico y del Federal.

b) Existe un programa de trabajo del Colegio Universitario y participa del Work-Study Program con fondos federales, es decir, puede participar del programa combinado de estudios y trabajo.

c) Además existe el proyecto de préstamos federales pagaderos un año después de su salida del Colegio. Estos préstamos acumulan interés al 3% después de un año de haber cesado la estudiante sus estudios.

- IV. ¿Cuál es el costo de matrícula?

- | | |
|------------------|-------------------|
| a) INTERNAS | \$810 semestrales |
| b) SEMI-INTERNAS | \$435 semestrales |
| c) EXTERNAS | \$310 semestrales |

Esta cantidad debe pagarse al principio de cada semestre - agosto y enero.

- V. ¿Qué acreditación tiene el Colegio Universitario?

- a) Consejo de Educación Superior
- b) The Middle States Association of Colleges and Secondary Schools y está afiliado a
- c) Catholic University of America

- VI. ¿Qué pasos han de seguir para admisión al Colegio?

a) Pedir información a la

Oficina de Admisiones
Colegio Universitario
del Sagrado Corazón
Apartado 12383 - Loíza Sta.
Santurce, Puerto Rico 00914

Tel. 724-7800

durante el mes de septiembre del cuarto año de escuela superior.

b) Pedir a la principal el envío de la transcripción de créditos aprobados desde el noveno al undécimo año.

c) Tomar los exámenes de entrada a universidad del College Board en noviembre y pedir envíen al Colegio Universitario los resultados.

d) Deben radicar la hoja de petición de admisión al Colegio Universitario antes del 15 de diciembre.

MEMORANDUM CONCERNING ADMISSIONS POLICIES

October 11, 1968

The visits of more than five hundred high school students during Education Week show what good contacts the director of admissions has made with Puerto Rican schools. Let us hope that many of the well-qualified girls will choose CUSC as their college.

Because the procedure of admission of next year's students will soon begin, I make a few recommendations. You have asked me three times to do this. But I told you that I could not make recommendations until I became familiar with the procedure. After assisting at, and greatly enjoying, the meetings of the admissions committee, and after having been through the week of registration, I do offer a series of comments.

In the first group of these I make a request for a change. In the second group, I make suggestions, which you will consider, in friendly and professional spirit. Then, if any of these seem useful suggestions, you will adopt them. You are not bound, in any way, to accept the second group of comments. You know how to plan and carry through your work. Therefore, you will make only small changes, if these will assist the work.

GROUP I.

1. Please discontinue asking for the marriage certificate of the parents of applicants. (You can, and it would be helpful if you would do so, record on the student's card in your file whether or not her parents are divorced. This information will help the freshman counselor with her work with the student. But no applicant should be made to feel that the marital state of her parents will hinder her being considered for admission. Girls with the suffering that comes from having divorced parents, or parents out of the Church, need all our love and understanding.)
2. Please discontinue asking for the baptismal certificate of an applicant. She will, presumably, fill in, on the form, the date of her baptism. This will suffice.

3. If a student needs financial aid, send her, as you do, to consult with Sra. Nazario. But please require all students to pay the registration fee and also the reservation deposit which is paid by both internas and externas.

The purpose of the registration fee and of the reservation deposit is simply to make the student responsible and business-like. It is not meant as a punishment.

The vast majority of students who receive financial aid can pay these fees, even though they might pay the reservation deposit in installments. There will, of course, be exceptions to this regulation. But a form will be prepared by Mrs. Nazario, which will be signed and countersigned by Sister Juliá and the student. A copy will then be on file in the treasury, and the bills can then be made with more assurance of accuracy, and a copy, of course, will be in your file.

GROUP II.

The recommendations in this group are made through interest in the total efficiency of the work of the admissions office and the helping committee. But the comments which follow are to be acted on only if you find them acceptable.

1. I would suggest your having the interview, personal and academic, with each student alone. Then, when you have found out what she is thinking and planning, you can send for the parents, who have waited in the parlor, and have a joint conversation.
2. The members of the admissions committee can give better service if they study the academic credentials of candidates before the meeting. Would it be possible for you to have the folders available to them, say, three days ahead of the meeting? They could then study these, in your or your secretary's office. The meeting could then be conducted with a more considered judgment of the records of the candidates.
3. No student should be given any promise about living in the Residencia. Freshmen will be lodged next year, I suppose, in the pensionado or in the administration building, here. They should be allowed to see the second floor of this building, but told that they will have nice single rooms in the pensionado....rooms which cannot be shown to them until August. They should not see these rooms until they are fitted up for college students.

4. Many errors took place last year which, surely, with good will we can prevent from happening again. Here are some of the things which might prevent errors:

- (a) Make a list of the names, and the exact decisions taken at every meeting of the admissions committee. Then, before a letter is mailed, the director of admissions and her secretary can both check what decision has been made.
- (b) Before any letter is mailed, check out all items on your office card, so that it will be clear whether or not the applicant wishes to be a resident student ~~etc.~~
- (c) Give no promises or important information over the telephone. Put in writing whatever decisions are made about acceptance, or space to board, etc.
- (d) On the first of each month, check out with the treasury the number of students who have paid registration fees, reservation deposits. If the files of the admissions office and of the treasury agree, then it will be far easier to guarantee accuracy.
- (e) Transfer students: Please work out with the Dean the procedures which she wishes to have carried out and the method to be used in the evaluation of their work. See following paragraphs###. Every transfer student should be handled with the greatest care. We do not wish to take ill-qualified students. We do not want students to come here without knowing what their standing will be, what language they will find used in the class-room, etc.

###TRANSFER STUDENTS should be told to submit the following documents:

- (1) official transcript of courses taken
- (2) list of courses in progress
- (3) letter of recommendation from the Dean of the college in which they are enrolled or certificate of honorable dismissal.
- (4) record of entrance requirements (that is, high school and CEEB).

When these records and papers have been studied, the student will be notified whether or not she may be admitted, and her standing. This advanced standing will always be tentative until the end of one full semester in the college.

General principles regarding transfer students:

- (1) students dropped from a college for low marks will not be admitted until at least one year has elapsed. Then their case may be studied and an interview held to determine the causes of the first failure and the likelihood of success.
 - (2) transfer students must fulfill the requirements of this college regarding index, courses, credits, etc.
- (f) THIRD YEAR STUDENTS : Bring no records of third-year students to the admissions committee unless these students clearly have the required high school index, CEEB standing and distribution of units so planned that they will have completed all but one unit by the end of their third year of high school.

- (g) Let us try to establish a date, May first, or mid-May, on which folders and records will be handed to the Registrar. From that moment on she will send notices about registration dates, things which they need to bring, sport uniforms, etc. The director of admissions can, of course, talk to the applicants about all these things which greatly concern them and their parents. But by May 1st, or mid-May, the registrar should have all pertinent academic material, and the folders of the admitted students in her office. From this point on, all communications with admitted students will be carried on by the registrar, or academic dean, or class counselor. The work of the director of admissions terminates when the student has been admitted.
- (h) If students have to do remedial work in the summer, or have to complete one unit of high school work, the registrar should be given a list, week by week, of such students, on which it is stated what is expected of her, e.g. :

Mary Jones : completing fourth year Spanish this summer
Helen Sanchez : taking geometry this summer
Yvonne Acosta : taking remedial English on campus this summer.

But it is the responsibility of the director of admissions to hold the folders of these students and check them under advice from the admissions committee, or with authorization from them, to accept students who fulfil work which they have been authorized to take.