

SAGRADO

Universidad del Sagrado Corazón

Student Life Guide

Institutional Commitment, Responsibilities, Services, Student
Engagement, and Student Activities

Academic and Student Affairs
July 2026

Welcome Message

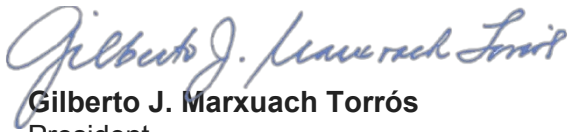
Dear Student:

We welcome you to our university community. At Sagrado, we are committed to the mission of educating individuals with critical thinking skills, ethical awareness, and an entrepreneurial spirit—people capable of innovating, leading, and building a community based on solidarity.

Our university life is distinguished by its excellence and by placing the human person and Christian values at the center of our mission. We hope that you will learn in creative and collaborative ways, both inside and outside the classroom, and that you will fully embrace the spirit of a community dedicated to justice and peace.

This Guide brings together essential information about student life: the services, opportunities, and policies that enrich your experience. Expectations for conduct and disciplinary procedures are outlined in the Student Code of Conduct. We urge you to read both documents carefully: understanding the University's commitment, your responsibilities, and the available resources will ensure that your time at Sagrado is a success.

At Sagrado,



Gilberto J. Marxuach Torrós
President

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Introduction and Scope

Universidad del Sagrado Corazón (hereinafter “Sagrado” or “the University”) is an independent, nonprofit Catholic institution of higher education guided by the principles of the Society of the Sacred Heart. The University educates individuals with intellectual freedom and moral conscience, placing the human person and Christian values at the center of its academic mission, to build a community of solidarity, justice, and peace.

Sagrado admits those who meet the admission requirements, without distinction based on creed, race, gender, sexual orientation, gender identity, age, nationality, ethnicity, physical or mental condition, socioeconomic status, or political affiliation. The University fosters an environment of free exchange of ideas, respect for differences, and the inviolability of human dignity.

This Guide applies to all students—undergraduate and graduate—from enrollment through graduation, as well as to students with special enrollment status or auditors, and to non-enrolled students participating in university activities. It supplements, but does not replace, current institutional policies; when a specific policy establishes its own procedure, that procedure takes precedence.

Relationship to the Code of Conduct. This Guide describes student life services and opportunities. Standards of conduct and disciplinary procedures are set forth in the Student Code of Conduct (“Code”), available at mi.sagrado.edu. When an activity described in this Guide has disciplinary consequences, the Code applies.

1. Institutional Commitment and Student Responsibilities

1.1 University Commitment

The University is committed to each student to:

- treat them in accordance with their human dignity, in an environment that respects diversity and pluralism;
- provide them with the resources necessary for their education: free expression, discussion with professors and peers, student activities, and library and technological resources;
- provide them, at the beginning of each course, with guidance—either oral or written—on objectives, topics, readings, requirements, texts, and assessment methods;
- inform them of their academic performance, including their achievements and areas for improvement;
- maintain the confidentiality of students’ academic and disciplinary records, in accordance with applicable law.

1.2 Student Responsibilities

As a member of the university community, every student is expected to:

- contribute to the University’s mission and values and uphold its good name both on and off campus;

- treat all members of the community with respect and engage in responsible discussion with their professors;
- comply with current academic and institutional regulations;
- attend and participate in classes and activities, and take responsibility for assigned material during absences; in distance learning courses, attendance is demonstrated by completing assignments and visiting the course's virtual platform;
- dress conveniently on campus and at official events, in accordance with the formality expected of an institution of higher education;
- raise any concerns regarding the course's direction with the instructor as soon as you become aware of the information with which you disagree.

2. Student Services and Support

Student life at Sagrado is characterized by a sense of belonging and community. The University promotes the health and overall well-being of all its students. This section brings together the services and policies that support your well-being and your daily experience on campus. Full details of the applicable institutional policies are available at mi.sagrado.edu. For more information about services or matters related to student life, please contact the Office of the Dean of Students via email at decanatoestudiantil@sagrado.edu.

2.1 Health and Well-being

Well-being Unit

The Wellness Unit connects students with resources for emotional health and substance use management. It also coordinates reasonable accommodations for students who need them. For more information, please email bienestar@sagrado.edu.

Vaccination

The Puerto Rico Department of Health requires that all students be vaccinated in accordance with current regulations. Submit your vaccination certificate to the Admissions Office if you are a new student, or to the Registrar's Office if you are a current student.

Health Insurance

Full-time undergraduate students must have health insurance; those who do not provide proof of coverage are automatically enrolled in the student health plan. Students with a health plan offering comparable coverage must complete the online insurance waiver at the time of registration. The Registration Management Unit provides further information and can be contacted via email at gestionmatricula@sagrado.edu.

2.2 Advisement Services - MiRuta

La Universidad del Sagrado Corazón cuenta con un equipo de asesores que trabajan con los estudiantes para chartar una ruta hacia el logro de sus objetivos académicos y profesionales. Este equipo guía a los estudiantes en su ruta hacia el éxito y les ayuda a tomar los pasos necesarios para convertirse en el líder que transformará su comunidad y el mundo.

Academic Advising

The academic advisor helps students define their study plan by identifying their skills, interests, preferences, and passions. In this way, students create their own transition plan to professional life, whether to continue their studies after high school or to take on new challenges. To contact the Academic Advising service, please email asesoria@sagrado.edu.

Equity and Accessibility Counseling – Reasonable Accommodations

Sagrado's educational mission is supported by individualized support for students with disabilities or those requiring reasonable accommodations who wish to pursue their dreams through creativity, innovation, entrepreneurship, and the full expression of their gifts and talents.

Students who need reasonable accommodations—whether academic, housing-related, or related to accessibility—must submit a request through the Wellness Unit, in accordance with the current institutional procedure available at mi.sagrado.edu. Requests are handled on an individualized and confidential basis, and it is recommended that they be submitted at the beginning of the semester to allow for timely coordination.

Counseling in Integral Human Development - Sophia Center

The Sophia Center promotes the spiritual development of all who seek God with a sincere heart and offers spiritual guidance, prayer, worship, and faith formation. In addition to spiritual guidance, the Sophia Center offers volunteer opportunities, as well as the Conéctate and CoMesa projects. The latter provides free, nutritious lunches to students in need.

The Sophia Center may authorize groups from other religious denominations to collaborate in university ministry, provided they respect the Catholic character of the University and the other religious traditions present on campus. For more information about the services offered by the Sophia Center, please email centrosfia@sagrado.edu.

Mobility Counseling (Internationalization)

Sagrado offers a curriculum that provides students with a global perspective on their field of study and opens the door to international exchange programs and internships. Additionally, Sagrado is the only university in Puerto Rico with the Peace Corps Prep program, which helps students develop an international mindset right in the classroom. For more information, please email internacional@sagrado.edu.

Career Counseling

Career advisors lead interactive activities that prepare students to secure jobs that align with their needs, desires, and aspirations. They also help students stay connected with the industry or professional field of their interest. To learn more about career counseling services, please contact daniel.resto@sagrado.edu.

2.3 Madre María Teresa Guevara Library

The Madre María Teresa Guevara Library offers a range of services for the benefit of the entire community. It is organized into different sections based on the nature of its collections. It houses a variety of print and electronic resources, which can be accessed from computers located throughout the library as well as remotely. It also features spaces for individual and group study, equipped with state-of-the-art technology.

The Library also provides support to students with disabilities who need it. It has specialized assistive technology equipment that allows texts to be converted into various formats. Additionally, it offers adaptive keyboards, a large *trackball* mouse, and a Braille printer, among other devices. For more information about the Library's services, please email bmmtg@sagrado.edu.

2.4 Technology and Acceptable Use

The University has technological resources to support its educational mission. All students are expected to use these resources responsibly, in accordance with institutional purposes, while protecting system security and complying with applicable laws and regulations. Every Sagrado student is accountable for their use of these resources. In particular, every student:

- must install antivirus software on their personal computer before connecting to the University network;
- You may not download or distribute copyrighted material, nor use illegal file-sharing applications;
- must use the institutional email account provided by the University, which you may access under the circumstances set forth in its regulations;
- You must comply with the guidelines established by the University regarding the use of devices in classrooms and laboratories, as well as the use of artificial intelligence tools. In synchronous online courses, active and respectful participation is expected, equivalent to that in a face-to-face classroom, in accordance with Section 1.6 of the Student Code of Conduct.

Inappropriate use of technological resources may result in disciplinary action in accordance with the Student Code of Conduct available at mi.sagrado.edu.

2.5 Social Media

The University values free expression and pluralism and recognizes that students engage in social media as part of their personal, academic, and civic lives. As a general rule, the University does not monitor or regulate students' personal expression on social media.

The University intervenes only when a post affects the safety of the community or a specific institutional interest. The University may address, for example, a post that:

- *threatens*, harasses, stalks, or bullies a member of the community;
- discloses personal, confidential, or protected information without authorization;
- impersonates the University or its officials, or is presented without authorization as an official statement from the institution or a student organization;

- incites violence or a crime, or endangers people or facilities;
- violates an institutional policy.

In such cases, the University acts in accordance with the applicable procedure: that of the Student Code of Conduct or that of the specific institutional policy. Policies regarding the use of social media are available at mi.sagrado.edu. Protected speech is not subject to disciplinary action; the response is limited to conduct that affects the safety or interests described.

2.6 Campus Safety

Safety on campus is an institutional priority. Sagrado's Comprehensive Safety Office is responsible for maintaining a safe campus environment for the entire university community.

Emergencies and Incidents

In an emergency, the two main resources are the Comprehensive Safety Office and the University Housing staff. All students must be familiar with evacuation routes, the location of fire extinguishers, basic first aid procedures, and participate in drills. The following are the basic guidelines:

- **Fire:** Sound the nearest alarm, close doors behind you as you exit, evacuate the building, and follow staff instructions.
- **Earthquake:** If you are inside a building, move away from windows and heavy objects and take cover; do not enter or exit the building during the tremor. If you are outside, move away from buildings, trees, and power lines.
- **Bomb threat or suspicious package:** Immediately contact the Comprehensive Security Office at (939) 969-1515 or 911 and follow instructions.
- **Crime in progress or suspicious person:** Do not intervene, except to protect yourself; observe, if possible, to provide a good description, and call the Comprehensive Security Office at (939) 969-1515 or 911.

Sagrado complies with federal and state campus safety laws. In accordance with the Jeanne Clery Act, the University publishes its Annual Security Report with crime statistics, issues timely warnings and emergency notifications, and maintains a missing student protocol for residents. In accordance with the Drug-Free Schools and Communities Act, Sagrado annually discloses its policies on alcohol and other drugs and conducts the required biennial review. In accordance with anti-hazing legislation, the University maintains the prevention, reporting, and transparency mechanisms required by law. This information is available at the Comprehensive Safety Office and at mi.sagrado.edu.

2.7 Minors and Animals on Campus

For safety reasons and to avoid disrupting the educational process, individuals under the age of 18 are not permitted on campus, unless they are enrolled as students at Sagrado or are participating in an official activity. Sagrado encourages supervised visits by minors for academic orientation purposes or by invitation to institutional events.

Pets and animals are not permitted on campus. Service animals, assistance animals, or emotional support animals that are part of an approved reasonable accommodation are

permitted. A reasonable accommodation may be requested through the Well-Being Unit, in accordance with the current process available at mi.sagrado.edu.

2.8 Parking and Traffic

The Comprehensive Safety Office manages traffic and parking on campus. To bring a vehicle onto campus, a student must:

- register it with the Comprehensive Safety Office;
- keep in mind that the access permit does not guarantee a parking space;
- avoid parking without authorization or in reserved spaces: such vehicles are subject to a fine or immediate towing.

Unauthorized vehicles are not permitted on campus pedestrian walkways.

3. Student Participation and Government

Sagrado encourages student participation in student organizations, including the Student Council, the Resident Council, and other student groups. These organizations channel student participation and facilitate communication among students, faculty, and administration. Comprehensive guidelines are available at the Office of the Dean of Students. You may contact the Office of the Dean of Students at dec.

3.1 Student Council and Resident Council

The Student Council (“Council”) officially represents the entire student body. It convenes student assemblies, promotes an intellectual and Christian environment, encourages students to fulfill their responsibilities, assists in maintaining institutional order, and appoints student representatives to committees and organizations.

The Residents’ Council (“Council”) is the forum for matters concerning life in the University Residences: it disseminates information, coordinates programs among the residences—both on and off campus—and promotes the well-being of residents. At least one member of the Council attends Student Council meetings when invited.

3.2 Recognition of a Student Organization

Students enjoy freedom of association within a framework of respect and may organize to advance their interests through activities consistent with the University’s mission, values, and regulations. For a group to be recognized as an official organization, its purpose must be consistent with the University’s mission and values. The process for such recognition is as follows:

- A representative of a group of at least fifteen (15) enrolled students must schedule an appointment with the Office of the Dean of Students to submit a proposal that includes:
 - The proposed name of the organization, its purpose, and the reasons justifying its creation.
 - A draft of the organization’s bylaws or constitution
 - A list of the organization’s officers
 - A list of members with active enrollment

- The name and position of a mentor for the organization, who may be a member of the University's faculty or staff.
- A plan of activities
- The Office of the Dean of Students reviews the proposal and decides whether to grant recognition to the organization.
- To maintain recognition, each organization must renew its registration annually and remain in "good standing."

For information on active student organizations, visit <https://www.sagrado.edu/asociaciones-estudiantiles/>. For more information on how to start a student organization, contact the Office of the Dean of Students at decanatoestudiantil@sagrado.edu.

3.3 Eligibility for Office

To hold an official position in a student organization, a student must:

- be enrolled and demonstrate good academic progress, with an overall GPA of 2.50 or higher at the time of nomination and upon assuming office;
- have earned at least twenty-four (24) credits;
- not be on disciplinary probation;
- be present for the entire term and not hold more than one position at a time.

Complaints and Ongoing Disciplinary Proceedings. The filing of a complaint against a student does not necessarily affect that student's eligibility to assume an official position in a student organization. However, if the initial evaluation of the complaint determines that the case should proceed with disciplinary proceedings (Section 4.3 of the Student Code of Conduct), the student would not be eligible to be nominated or to assume office until the proceedings conclude with a final and binding determination. This condition is verified both at the time of nomination and upon assuming office, to ensure that no one who might be disqualified is elected.

3.4 Officers, Terms, and Mentor

Each student organization must have, at a minimum, a president, a vice president, and a secretary; the position of treasurer will be filled in those organizations that require it; and representatives from the corresponding academic units. Each officer serves a one (1)-year term beginning on July 1 of the academic year in which they were elected. Their duties include ensuring the organization's operation, representing the interests of the student body, convening and presiding over meetings, developing a work plan, and submitting an annual activity report, which must be submitted no later than May 15.

Each organization must also have a mentor—a member of the faculty or administrative staff—who assists in preparing work plans and reports and signs them, helps review the organization's bylaws, promotes teamwork, and acts as a mediator in the event of conflicts. The organization proposes a mentor to the Dean of the School or the director of the relevant unit, who must give their approval, and the Dean of Students makes the final decision.

3.5 Elections

Each year, the Office of the Dean of Students announces the date of the Student Council elections and holds an informational meeting. The main rules are:

- Nominations must be submitted using the form provided by the Office of the Dean of Students.
- The campaign begins once the nomination has been verified and approved, and takes place within the period set by the Office of the Dean of Students; campaigning outside of that period, or in a classroom or exam hall, constitutes a violation.
- Posters and materials must bear the Student Dean's Office's seal of approval and be posted only on authorized bulletin boards.
- The use of social media is governed by institutional guidelines and must be accessible to the Office of Institutional Communications.
- To be elected, a candidate must obtain a majority of the votes cast (50% + 1); if there is a tie, a runoff election is held, and if there are no qualified candidates, the position remains vacant.
- Any allegation of an election irregularity must be reported to the Office of the Dean of Students within 48 hours, or by 11:59 p.m. on the last day of the election, whichever comes first; the Office of the Dean of Students will address the matter in accordance with the procedures set forth in the Student Code of Conduct.

The Director of University Housing administers the Resident Council elections. Student organizations elect their officers in accordance with their bylaws, taking into account the Student Council election schedule.

3.6 Removals and Vacancies

An officer of a student organization may be removed from office if they are sanctioned in a disciplinary proceeding or for unethical conduct in their position. A request for removal due to unethical conduct must be submitted in writing to the Office of the Dean of Students, with specific details, and requires a two-thirds vote of the membership. The Office of the Dean of Students follows the procedure established in the Student Code of Conduct to adjudicate such a request. Vacancies are filled in accordance with established procedures: in the Student Council, by a two-thirds vote of the remaining officers; in the Resident Council and in student organizations, by a simple majority (50% + 1).

3.7 Student Media

Student publications and media must foster an environment of open and responsible discussion. Student editors control editorial policies, content, and coverage and are responsible for accuracy and openness to diverse viewpoints. Student media must include a visible statement indicating that the opinions expressed do not necessarily represent the University or the student body. Student media may arise from student initiatives, in which case they will be governed by the rules of those organizations. In cases where a student media outlet is part of a co-curricular project or a class, the agreements established by the professor in charge of the project, in consultation with academic leadership, will apply.

Anyone who believes a publication contains an error may request a correction or a response from the editors by contacting the outlet directly. Editors must address such requests in good faith: promptly correcting errors and offering a reasonable response time when, in their judgment, this contributes to balanced coverage. The form, length, and placement of the correction are at the editors' discretion. This does not supersede applicable regulations when the content may constitute harassment, defamation, or another violation of institutional policies.

4. Student Activities

4.1 Approval of Activities

All student activities require prior written approval from the Office of the Dean of Students. The request must be submitted to the Office of the Dean of Students by emailing decanatoestudiantil@sagrado.edu at least ten (10) business days in advance and must include a description of the nature and scope of the activity. Activities that interfere with academic duties are not permitted. The use of loudspeakers and speakers, as well as the distribution of printed material on campus, also requires prior written authorization from the Office of the Dean of Students.

4.2 Advertising and Posters

Student organizations may post or distribute materials on university property in accordance with these guidelines:

- All materials must clearly identify the sponsoring organization and, for events, the date, time, location, and a contact person for inquiries or to request accommodations.
- The material must bear the seal of approval from the Office of the Dean of Students.
- Materials may not be posted on walls, doors, windows, columns, or trees, nor on top of materials already posted; nor may materials be distributed in classrooms without the professor's authorization.
- Organizers must remove the materials the day after the event.

4.3 Fundraising and Sponsorships

Recognized student organizations may raise funds with prior planning and approval from the Office of the Dean of Students, by submitting a request at least ten (10) business days before the date of the fundraising activity via decanatoestudiantil@sagrado.edu . Requests for donations or sponsorships directed at families or companies must comply with institutional regulations. The use of the University's name, logos, and symbols requires approval from the Office of the Dean of Students.

4.4 Speakers, Travel, and Transportation

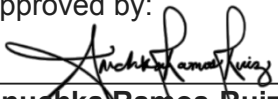
Any speaker or artist invited to campus must be sponsored by a faculty member, an academic or administrative unit, or a recognized student organization, in accordance with applicable regulations. If the guest holds a government position, is a candidate for a government position, or is affiliated with a political party, prior written authorization from the Office of the President is required.

Trips sponsored by the University require prior approval from the mentor and the Office of the Dean of Students, or from the professor and the Dean of the School, as applicable, as well as the submission of an itinerary, a list of participants, and a transportation plan. For trips involving an overnight stay, a student representative and a university representative must accompany the group. Each participant must sign a release form before departure.

Validity and Relationship to Other Regulations

This Guide supplements current institutional policies, available at mi.sagrado.edu, which take precedence when they establish their own procedures. Expectations regarding conduct and disciplinary procedures are set forth in the Student Code of Conduct; in matters of conduct and discipline, that Code takes precedence. The invalidity of any section of this Guide does not affect the remainder of the document.

Approved by:



Anuchka Ramos-Ruiz, Ph.D.

Provost and Executive Vice President
of Academic and Student Affairs Date: **July**

29, 2026 _____