



Inclusive Services

UNIVERSITY OF COLORADO
COLORADO SPRINGS



Student Handbook

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Welcome

Welcome to the Office of Inclusive Services at UCCS! We are excited for the year ahead and can't wait for you to experience all that college has to offer.

This handbook is a guide to some of the basics of what we do at the Office of Inclusive Services. The handbook is in addition to the University of Colorado Colorado Springs' rules and does not completely list all policies, procedures, regulations, programs, and services.

As a student, you must work to understand the rules and policies at UCCS and the Office of Inclusive Services. If you have questions or want to talk about the information in this handbook, please reach out to Christi Kasa or Julie Harmon, and we will help you.

In this handbook, the Office of Inclusive Services will often be referred to as the OIS.

The Mission, Vision, and Purpose below will help you understand the beliefs and goals of the Office of Inclusive Services.

Mission

The Office of Inclusive Services at UCCS is committed to providing equitable and meaningful inclusive access to university life for people with intellectual disabilities. The OIS works toward equal participation in academic, social, independent living, and career experiences on campus and in the surrounding community. Upon completion, students will transfer skills learned at college back into their community. As students with intellectual and developmental disabilities participate with equal access, the communities they engage in will transform to redefine inclusion.

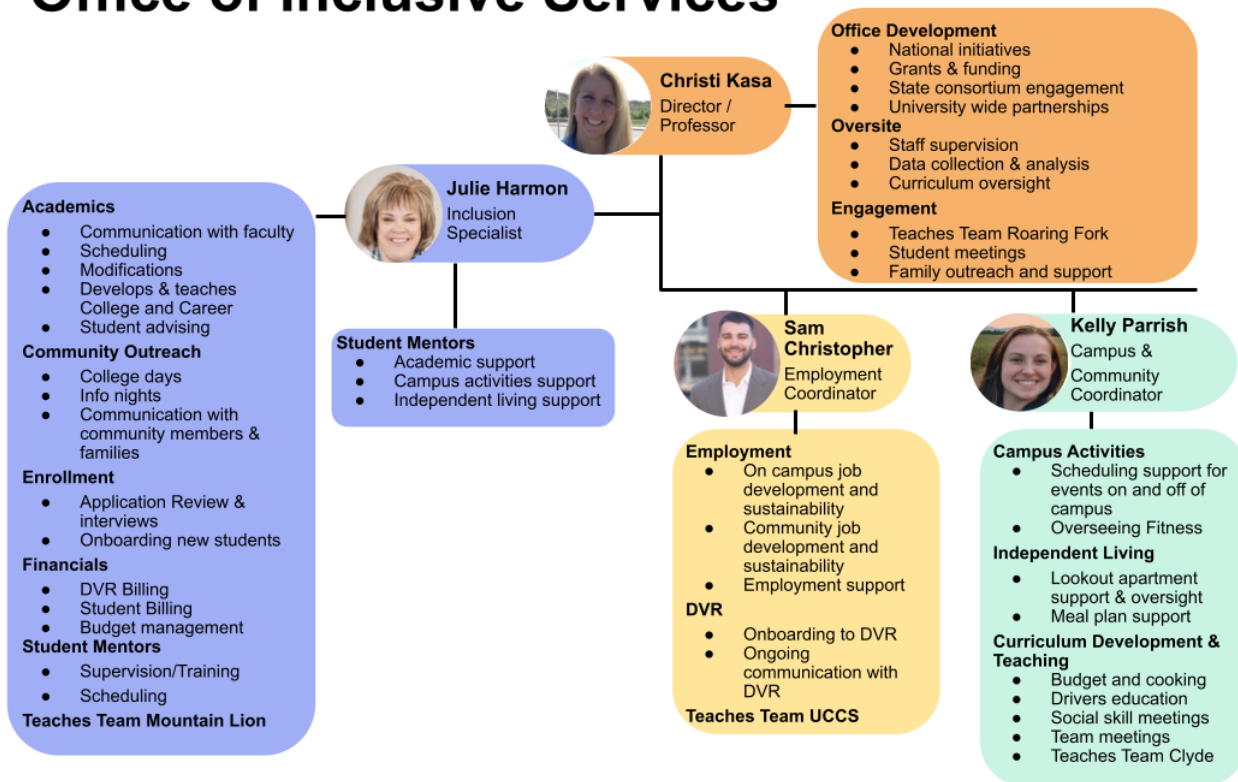
Vision

The Office of Inclusive Services will be a premier postsecondary education program for students with intellectual and developmental disabilities with the goal of supporting students to live self-directed lives.

Purpose

The Office of Inclusive Services was founded to provide inclusive support to access a full college life to those who have historically been excluded. The Office of Inclusive Services follows national standards and best practices in providing services for students with intellectual disabilities to attend college (see: thinkcollege.net). The Office of Inclusive Services is a Comprehensive Transition and Postsecondary program (CTP) that delivers services to students in the following four areas: academic, social, independent living, and career development.

Office of Inclusive Services



Who Should I Contact?

Type of Question	Who to Contact
Big Questions or Problems, Team Roaring Fork questions	Christi Kasa ckasa@uccs.edu 719 352 2645
Classes, Schedule, College and Career, Team Mountain Lion questions	Julie Harmon jharmon@uccs.edu 719 499 4214
Jobs, Interviews, DVR, Team UCCS questions	Sam Christopher schrist8@uccs.edu 360 609 7535
Social Activities, Seminars (cooking, budget, driver's ed), Apartments, Team Clyde questions	Kelly Haan kparrish@uccs.edu 970 744 8129

What is the Office of Inclusive Services / OIS

The Office of Inclusive Services is a group of people at UCCS whose job is to help people with intellectual disabilities go to college.

The OIS is part of a group of Inclusive Post Secondary Programs in the United States. There are over 300 Inclusive post-secondary programs, and the OIS is one of them. The OIS is also a Comprehensive Transition and Postsecondary Program (CTP). This means you can apply for financial aid and receive PELL Grants and Work Study.













Being a CTP also means that as a student, you must participate in services in these areas:

- Academics
- Social Activities
- Independent Living
- Employment Experiences



What Will I Do as a Part of the OIS

As a student who receives services through the OIS you will do the following:

- ☐  Take a max of 2 inclusive academic classes per semester
- ☐  Take College & Career every semester
- ☐  Attend a Team Meeting every semester
- ☐  Attend Time on Campus to work on your assignments
- ☐  Work career options and interview skills in your first year
- ☐  Engage in work experiences sophomore year - senior year
- ☐  Attend 2 social events per month if you live at home
- ☐  Attend 1 social event every week if you live in the Lookout
- ☐  Participate in apartment support if you live in the Lookout
- ☐  Take a Seminar class (Cooking, Budget, or Driver's Ed)
- ☐  Go to the Rec Center and workout at least 1 time per week
- ☐  Have a GREAT TIME, and create a life you love

Services at a Glance

Academics:

- Students take classes for credit, have transcripts, and are matriculated students
- Students take 3 academic classes per semester (two in line with their area of study and College & Career)
- College & Career is a 3 credit course that is taken every semester. There is an 8 semester repeating curriculum
- Students receive modifications in all courses
- Students earn a University Certificate in Comprehensive Higher Education

Career Development

- First Year students work on career exploration and executive functioning and interpersonal skills needed for successful employment
- Students gain work experience starting their sophomore year
- Work experience may include:
 - Unpaid internships
 - Paid internships
 - Paid on campus employment
 - Paid employment in the community
- The OIS is not a job placement program and employment is not guaranteed after successful completion of the program

Social Engagement

- Students are required to attend social events on campus. They choose the events they want to attend, but they must engage on campus
 - Commuter students are required to attend 2 social events per month
 - Resident students are required to attend one event every week
- Students must join a club of their choice
- Students must engage in physical activity of their choice at the Rec Center
- Students are taught to plan events and outing with friends and engage in carrying these out several times over the course of their 4 years at UCCS

Independent Living

- Both students who live on and off campus take seminars designed to teach independent living skills. These include:
 - Cooking and nutrition class
 - Budget class
 - Drivers education
- Students who live on campus are taught to resolve conflict with roommates through restorative practices
- Mentors provide coaching and support on weekly chores, laundry, cooking, and cleaning
- Mentors support students to make grocery lists and shop within their budget each week

What Students Need on Campus

Money

- Sometimes you will need money on campus for food, school supplies, activities, or groceries. You must bring your debit card or other form of money to pay for what you need. Mentors and other students will not pay for you if you do not have your money with you.

Laptop Computer & Smartphone

- Bring your charged laptop and charger every time you come to campus
- You must have your charged cell phone with you at all times. You must answer if OIS Staff or mentors call or text.

Know Your Rights: The Family Education Rights and Privacy Act (FERPA)

By Sarah Mueller and Liz Weintraub

PLAIN LANGUAGE SERIES

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What is FERPA?

FERPA is the Family Education Rights and Privacy Act. It is a law that says parents of students in elementary, middle, and high school have rights to their child's education records. It says these records are private or only for the school district and parents.

This publication was created based on *Communicating with Your Student's College under Family Educational Rights and Privacy Act (FERPA)*, Think College Insight Brief, Issue No. 31



What are Education Records?

Education records are papers about school history, grades, Individualized Education Programs (IEPs), and more. Medical, police, or job records are not a part of FERPA.



What about when I'm in college?

Once you are 18 or going to college, FERPA says the right to your education records is now yours, not your parents. This means that if your parents want to see your grades or other school records they have to ask you.



My parents pay for my college tuition. Does that give them more rights?

No. FERPA says it is your right to have your college records private from your parents. If your parents want to see your records, they have to ask you and the school. You have to say yes or no to them in writing and share your decision with the school. If you say yes, your college still does not have to allow your parents to see your records.



I talk to my parents a lot about college and need their support. Does FERPA mean I can't talk to them about college anymore?

You and your parents should talk about what you do and do not want to share about your time in college. FERPA says it is your right to keep your records private, but talking with your parents and deciding what you want to share with them is important. Share what you have decided with your college counselor, staff, and teachers.



Disclosure of information...Where can I go for help about FERPA and my rights of my education records?

Ask your college program coordinator, counselor, or disability support services office for more information. Watch the U.S. Department of Education video: Student Privacy 101: FERPA for Parents and Students. If you are worried your rights were not respected, find out more information about submitting a complaint.

ABOUT THE AUTHORS

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Code of Conduct

All students must follow the UCCS Student Code of Conduct Policies and Procedures. Click here to see the most recent document: [Student Conduct](#). You can also read the plain language Code of Conduct here.  [UCCS Code of Conduct_ Plain Language \(3\).pdf](#)

If a student breaks the rules in the Code of Conduct, the Office of Inclusive Services will work with the Dean of Students through the [Office of the Dean of Students - Colorado Springs](#) to follow the steps for disciplinary actions as outlined in the Conduct Procedures section VIII in the UCCS Student Code of Conduct Policies and Procedures. Please read all of this information and schedule a time to meet with the Office of Inclusive Services Director, Christi Kasa, if you have any questions.

OIS Rules

In addition to the Code of Conduct as a member of the OIS, you must also follow a set of rules from the OIS.

The OIS rules are:

DO	DON'T
<ul style="list-style-type: none">• Attend all classes and meetings• Follow all events on your calendar• Update someone if you cannot attend the event• Do all your work in OneDrive• Complete all assignments• Be on time- Text/Call if you will be late• Try to have a positive attitude about work and school• Respond right away to calls or texts from OIS Staff if you are not in class or at work• Respond to emails from OIS Staff• Follow the UCCS Student Code of Conduct Rules• Reach out to OIS Staff if you want to change your schedule or need to talk about a problem	<ul style="list-style-type: none">• Do not email your professors without the help of staff or mentors• Do not cancel events on your calendar without talking to OIS staff• Do not email your work supervisor without Sam• Do not be late to class or other commitments• Do not lie to OIS staff or mentors• Do not break the UCCS Student Code of Conduct Rules

OIS revised 2023

Communication Rules

Please do this:

- Reply to all texts, calls, and emails from OIS Staff and Mentors
- Call, text, or email OIS Staff when you need help M-F 8 am - 5 pm
- Contact your mentor if you are going to be late
- Use GroupMe to talk to the whole group of students in the OIS

Please DO NOT do this:

- Email your professors without staff or mentor support
- Email your boss without Sam's support
- Call or text your mentors over and over again

Certificate Completion Requirements

To earn your certificate, you must do the following:

Completion Requirements:

- Students must have a cumulative GPA of 2.5 or better
- Students must complete 50% of their courses in their area of study
- Students must complete the following core courses:
 - Gateway Program Seminar (GPS) Course
 - Academic Fitness
 - Public Speaking
 - Oral Communication in the Workplace
 - Innovations
 - Disability Studies
- Completion of College & Career (SPED 1000)/8 semesters.
- Completion of at least 66 credits of coursework
- Participation in academic advising one time per semester
- Participation in campus clubs and social activities at least two events per month for commuter students and four times per month for students who live on campus
- Successful completion of at least four semesters of employment experience

Student Concerns or Complaints

Students are encouraged to share their ideas, complaints, and concerns with UCCS and the OIS. You can learn more about student complaints and appeals here: [Student Complaints/Appeals | Ethics and Compliance Program](#)

You can follow this [link](#) to report a complaint or concern to the OIS. The OIS will review these complaints every week. If you need immediate help, please contact OIS staff.

Closing Thoughts

We are excited and honored to be able to serve you here at UCCS. We are committed to your success. We will work to

- Help you grow academically
- Help you learn communication skills for friendships, relationships, and work environments
- Make sure you have fun
- Help you learn to problem-solve the twists and turns that life brings
- Help you learn to advocate for yourself and create a life that you love

The Office of Inclusive Services Staff love this work and feel passionate about creating success for each student. If you ever have ideas to share or need to problem solve, please reach out to us. Thank you for supporting your student to attend UCCS! Go, Mountain Lions!