



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 disabilities participate with equal access, the communities they engage in will transform to redefine inclusion.

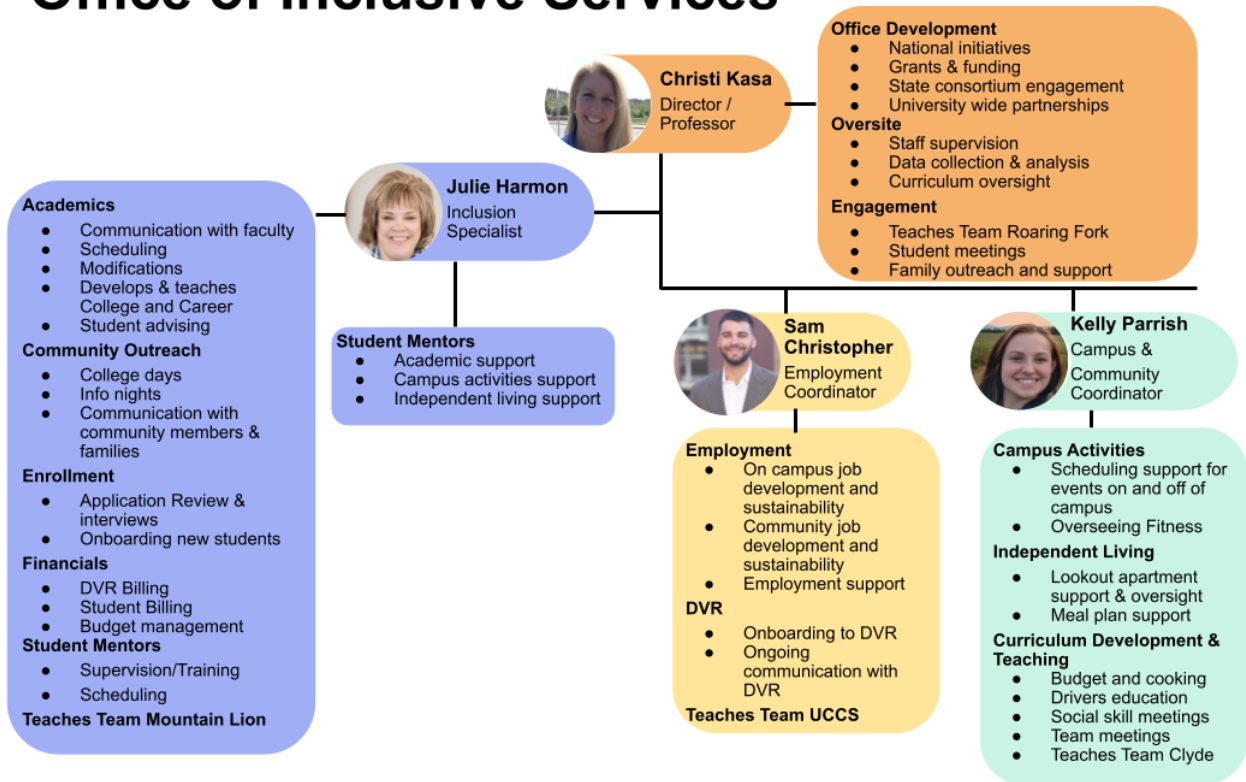
Vision

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 Education (IPSE) 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. To learn more about other IPSE programs, you can visit [Think College](#).














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
-  Take a seminar 4 times while you are in college
-  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 type 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.



FERPA

You will need to learn about FERPA. After reading the information below you can choose to give your parents and OIS staff permission to see your education records.

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

By Sarah Mueller and Liz Weintraub

PLAIN LANGUAGE SERIES

ISSUE NO. 1, 2020



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 Code of Conduct complaint is filed, 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 the grievance policy as outlined in the Conduct Procedures section VIII in the UCCS Student Code of Conduct Policies and Procedures. Please read this information and schedule a meeting with the Office of Inclusive Services Director, Christi Kasa, if you have any questions.

Here are the steps that will be followed if a Code of Conduct complaint is filed:

For more information about what happens if someone breaks the Code of Conduct, click [here](#).

Office of Inclusive Services Policies

All Office of Inclusive Services Policies are available on the OIS website: [Inclusive Services - Colorado Springs](#) (inclusiveservices.uccs.edu)

Students are responsible for reviewing and following all OIS policies.

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	<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

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<ul style="list-style-type: none"> ● 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 break the UCCS Student Code of Conduct Rules
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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

If you break the OIS Rules, an OIS Staff member will talk with you about the rules that have been broken and will create strategies to help you follow the rules.

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.

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

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- Students must complete the following core courses:
 - Gateway Program Seminar (GPS) Course
 - Academic Fitness
 - Public Speaking
 - Innovations
 - Disability Studies
 - Senior Capstone
- 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

The Office of Inclusive Services follows the relevant areas of the UCCS [SAP](#).

OIS Services: Academics

Academics & Coursework

- The OIS provides students with individualized, appropriate coursework modifications as needed. The Inclusion Specialist works with mentors and professors to discuss the program and student support needs to complete the class successfully.
- Students enroll in a maximum of 9 credit hours per semester, meet the attendance and assignment requirements for each course, and communicate with their professors and mentors regarding absences.
- Students take two courses in their area of study and College & Career each semester.
- OIS staff meet with students in their small group Team Meetings weekly to discuss academic progress and provide recommendations and support to help students meet their academic goals.

Academic Advising

Students receiving services through the Office of Inclusive Services are advised by the Director of Inclusive Services and the Inclusion Specialist once per semester. The student will share their goals and progress during this meeting and evaluate their 4-year plan.

Registration for Classes

The OIS will work with students to register for classes. Courses are chosen based on the student's area of study and required coursework. Classes will be discussed during the student advising meeting each semester.

Choosing an Area of Study

Students receiving services through the Office of Inclusive Services are non-degree-seeking students. They are not working toward earning a bachelor's degree. They are working toward earning a Comprehensive Higher Education Certificate in their individual area of study.

All coursework and internships are centered around each student's personal career goals. The Office of Inclusive Services will work with the student to choose coursework and internships that will build skills for future employment related to their area of study.



College and Career Course: Sped 1000

As a part of the development of the students we serve, all students take one course per semester specifically designed to teach the skills necessary to achieve a self-directed life.

Each semester, the College and Career course focuses on a different topic to aid in student discovery & development. The following are the course titles and objectives.

Curriculum Overview

Fall	Spring
<p><u>Person Driven Planning</u></p> <ul style="list-style-type: none"> ● Understanding Self Advocacy ● Designing Goals and Resources ● Developing and Communicating a Person-Driven Plan ● Discovering the Disability Rights Movement and Disability Pride 	<p><u>Person Driven Planning part 2</u></p> <ul style="list-style-type: none"> ● Setting goals and designing the process to achieve them ● Problem-solving ● Interview practice/Resume development
<p><u>Social Skills (modified PEERS curriculum)</u></p> <ul style="list-style-type: none"> ● Starting, switching, and stopping conversations ● Reading social cues ● Using social media and electronic communication ● Handling disagreements ● Building connections and friendships 	<p><u>Dating & Relationships (taught by a national expert)</u></p> <ul style="list-style-type: none"> ● Developing clear communication strategies for healthy relationships ● Understanding boundaries ● Learning about healthy sexual relationships ● Strategies for dating
<p><u>Cooking and Meal Planning</u> (taught by campus Wellness Center staff)</p> <ul style="list-style-type: none"> ● Planning weekly meals ● Develop the skills necessary to budget and shop for groceries ● Basics of cooking ● Understanding what it means to be healthy & and eat healthy meals 	<p><u>Recreation, Health, & Wellness</u> (taught by campus Wellness Center staff)</p> <ul style="list-style-type: none"> ● Learn basic skills for common recreation activities ● Learning to manage stress and implement strategies ● Creating a balanced life
<p><u>Community Service Learning Project</u></p> <ul style="list-style-type: none"> ● Understanding the needs of others and the community ● Developing activities to connect with the community 	<p><u>Life During and After College</u></p> <ul style="list-style-type: none"> ● Learn the value of connecting with the community ● Join and participate in clubs, classes, or groups

Comprehensive Higher Education Certificate: Student Learning Outcomes (SLO)

Students will be able to do the following upon completion of the certificate.

Certificate SLOs

- Students will complete their inclusive academic courses by maintaining a 2.0 or better as measured by the Satisfactory Academic Progress Policy (SAP).
- Students will demonstrate knowledge of skills for independent living through their participation in Driver's Education, Budget, and Cooking Seminars and their culminating Capstone Course.
- Students will demonstrate capacity for wellness and socialization through successful completion of College & Career by receiving a C or better.
- Students will successfully engage in internship and employment experiences and maintain an expected rating of 3 or better as measured by the OIS Employer Evaluation Form.
- Each semester, program staff will meet and review the data provided by the various reporting sources to make data-informed decisions regarding any needed changes in the program. However, if student issues arise during the semester, program faculty will support the student(s) to allow them to meet the expected performance level.

Satisfactory Academic Progress Policy (SAP)

The Office of Inclusive Services follows all of the UCCS Satisfactory Academic Progress (SAP) policies related to students working towards certificate completion. Please see the [UCCS SAP](#) for detailed information.

The Office of Inclusive Services Satisfactory Academic Progress is as follows:

Academic:

- Students must maintain a minimum cumulative GPA of 2.0
- Students must complete 50% of their courses in their area of study

Student academic progress is shared during mid-semester feedback meetings. OIS staff will meet with students to review student grades, transcripts, and peer mentor feedback to ensure students are meeting SAP academic requirements and discuss student progress during the

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meeting. Four times per semester, students conduct their own routine grade checks. This allows them to track their academic progress and share concerns with the Inclusion Specialist. Students complete a self-evaluation of this area and share their progress during their mid-semester feedback meeting.

Social:

- Commuter students must complete two campus events per month
- Residential students must complete one campus event per week
- Students must participate in a recreation activity of their choice one time per week

Students maintain their calendars and check weekly to ensure they meet the minimum requirements for social engagement. Peer mentors provide feedback on social engagement using an OIS-created data collection tool. The Campus and Community Coordinator reviews data weekly and reaches out to students if there are concerns about the social requirement not being met. Student social progress is reported during mid-semester feedback meetings. OIS staff review data to ensure students meet SAP social requirements and discuss student progress during the meeting. Students self-evaluate this area and share their progress during their mid-semester feedback meeting.

Career Development:

- Students must complete career assessments and exploration activities in their first year of being enrolled at UCCS
- Students must participate in paid and unpaid internships and employment during their sophomore through senior years.

The Employment Coordinator collects and analyzes data from students, job coaches, and internship and employment supervisors using an OIS-created data collection tool. The Employment Coordinator reviews data monthly and reaches out to supervisors and students if there are concerns about the employment requirement needing to be met. Student internship and employment participation records are kept and reviewed each semester to ensure students meet SAP career development requirements. Progress is discussed with students during mid-semester feedback meetings. Students conduct a self-evaluation of this area and share their progress during their mid-semester feedback meeting.

Independent Living:

- Both commuter and residential students must participate in cooking and budget seminars twice during their four-year college experience.

The Campus and Community Coordinator collects and analyzes data from peer mentors and cooking and budget class participation using an OIS-created data collection tool. The Campus and Community Coordinator reviews data weekly and contacts peer mentors and students if concerns about the independent living requirement need to be met. Records of student participation in seminars are kept and reviewed each semester to ensure students meet SAP

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independent living development requirements. Progress is discussed with students during mid-semester feedback meetings. Students conduct a self-evaluation of this area and share their progress during their mid-semester feedback meeting.

Remediation for lack of progress towards the SAP:

If the student is not progressing in any areas, the OIS will create a plan to support the student to make satisfactory progress in the area of concern.

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 solve a problem, please reach out to us. Thank you for supporting your student to attend UCCS! Go, Mountain Lions!

