



Inclusive Services

UNIVERSITY OF COLORADO
COLORADO SPRINGS

Family 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 to witness your student's growth and experiences this year.

This handbook is a reference guide for the Office of Inclusive Services. The handbook supplements University of Colorado Colorado Springs regulations and does not completely list all policies, procedures, programs, and services.

The families of students receiving services from the Office of Inclusive Services at UCCS are expected to know the information in this handbook. You are responsible for asking the Program Manager of the Office of Inclusive Services or the Inclusion Specialist to clarify or explain any policy or regulation you need help understanding.

Mission / Vision / Purpose

Mission

The Office of Inclusive Services (OIS) 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

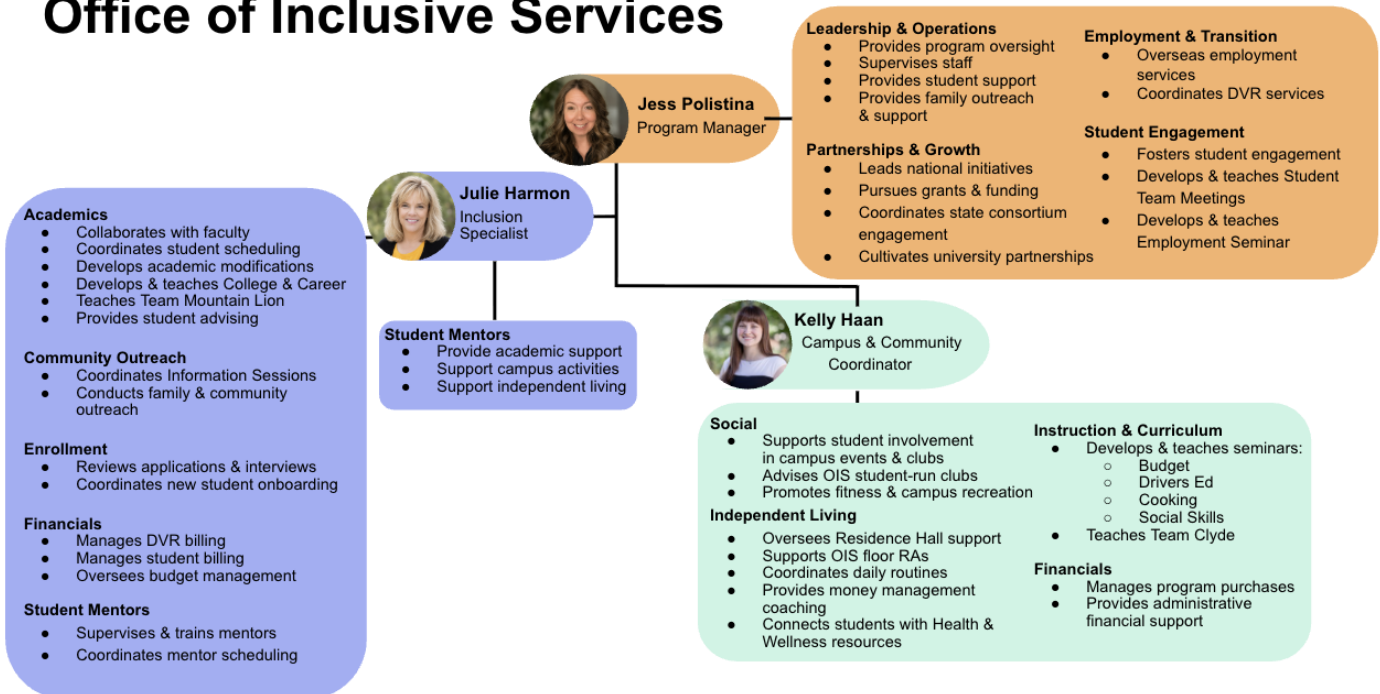
The Office of Inclusive Services will be a premier postsecondary education program for students with intellectual and developmental disabilities, with the goal of supporting students to live self-directed lives.

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 federally designated 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



Staff Roles & Responsibilities

Program Manager • Office Development • National initiatives • Grants & funding • University-wide partnerships • Financial development and office sustainability • Accreditation • Staff supervision • Data collection & analysis • Curriculum oversight • Budget oversight • Teaches Team UCCS • Student meetings • Family outreach and support • Training and support material development • On-campus job development and sustainability • Community job development and sustainability • Employment support • DVR • Onboarding to DVR • Teaches employment seminar	Inclusion Specialist Academics • Communication with faculty • Scheduling • Modifications • Develops & teaches College and Career • Student Advising Community Outreach • Info sessions • Communication with community members & families Enrollment • Application Review & interviews • Onboarding new students Financials • DVR Billing • Student Billing • Budget management Student Mentors • Supervision/Training • Scheduling • Teaches Team Mountain Lion
Campus and Community Coordinator • Campus Activities • Scheduling support for events on and off of campus • Overseeing Fitness • Independent Living support & oversight • Meal plan support • Curriculum Development & Teaching • Budget and cooking • Drivers Education • Social skill meetings • Team meetings • Teaches Team Clyde	Student Mentors* • Provide direct support in class as needed • Implement accommodations and modifications for class assignments • Supports the completion of assignments • Teaches students to use the campus shuttle, locate dining halls and classes, and get from class to class successfully and on time • Supports students to access Canvas, email, and their calendar • Accompanies students to social events, club meetings, and work experience as needed • Provides independent living supports

**Student mentors are trained to provide direct support as needed to foster success and are constantly working on fading support. The Office of Inclusive Services is focused on independence and interdependence. Students should guide and create their education, social life, and career path, but have services available to them to be successful. The amount of support and type will vary from student to student.*

Family Communication Guidelines

College is a time for considerable growth and transformation. The Office of Inclusive Services is here to support your student as they grow and take on new responsibilities in their life. We are committed to providing the services necessary for your student to grow and direct their own life. As we begin to work together, you might consider the following:

- Your student's support and services will look different from other students' support and services and are designed to create the maximum amount of independence, coupled with the right support for success. We use data and national best practices to develop the services your student receives.
- Your student will be going through a time of growth where they are actively engaged in creating their life. Practice talking to and listening to your student. Ask them about what they want in their life and what experiences they would like to have. Please realize their goals may be different than your goals.
- During your student's college career, they will be held to high expectations that may differ from typical college students in attendance and communication. These expectations are implemented to ensure the development of employability skills, self-determination, and academic skills.
- We encourage you to communicate with your student as you would any other student who is attending college. Please be respectful of your student's schedules and allow them the opportunity to explore their newfound freedom.

Communication with Office of Inclusive Services staff

- Please call or email the OIS Staff with any questions, concerns, or ideas to share.
- Please do not reach out directly to UCCS faculty or staff. If you have any questions or concerns please contact OIS Staff.
- The OIS operates in line with best practices from Think College and does not communicate with families daily or weekly regarding individual progress and activities. Families are invited to formal advising sessions that occur once per semester. We are happy to talk periodically throughout the semester as the need arises.

Your students are not the only ones going through a transitional period. As your student works toward gaining their independence and developing their self-advocacy skills, your role as family members may change. Until now, you have likely taken on the following roles for your student: advocate, decision-maker, and problem solver. As the family of a new college student, you may be transitioning into the new positions of advisor, supporter, and role model.

What Students Need on Campus

Money

Before coming to campus, discuss with your student the amount of money you will deposit into their bank account (we suggest \$25-\$50 per week). This will enable your student to learn how to live on a budget. It is helpful if your student has a debit card they can use on campus and a corresponding bank account app on their phone.

Laptop Computer & Smart Phone

Students are expected to bring their laptop computer and charger to campus each day, as they are essential for coursework and communication. Students must also have their own smartphone capable of making calls, sending text messages, accessing apps and the internet, and taking photos. These devices are used regularly for classwork, communication, scheduling, and navigating campus life.

Code of Conduct

All students must follow all university policies and procedures, including the UCCS Student Code of Conduct. Click here to access the most recent document: [Student Conduct](#).

FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law that protects the privacy of student education records. Under FERPA, the rights you had to access your student's information in the elementary and secondary school settings are transferred to your student once they turn 18 or attend a postsecondary educational institution (regardless of who pays for the student's education). Your student has the right to add or withdraw consent at any time without informing you of the change. In keeping with the regulations issued under FERPA, the Office of Inclusive Services and the University of Colorado Colorado Springs cannot release information about your student without their written consent. All University staff, including the OIS staff, are bound by this law.

The OIS adheres to the Family Educational Rights and Privacy Act (FERPA). Students may share academic progress and other OIS information with parents if they wish. The parent or guardian may access records on their own if their student has signed a Student Records Information Release, or a parent has legal guardianship

Office of Inclusive Services Policies

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

Students and families are responsible for reviewing and following all OIS policies.

Tuition & Fees

The following are tuition and fees to attend UCCS and receive services through the Office of Inclusive Services. **All fees are per semester and are subject to change.**

Tuition & Fees

Tuition as of Fall 2026

Undergraduate tuition* for 9 credits (approx. 3 classes)	Resident \$4482	Non-Resident \$9063
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*Colorado Opportunity Fund (COF) may provide approximately \$800 toward tuition for qualifying students

Estimated Fees for UCCS Fall 2026

UCCS fees are mandatory and cover services that include, but are not limited to, the following: • Student activity fee • Wellness and Recreation Center • Technology services • University center fee • Student event fee	\$900**
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**This amount is approximate and may change based on the courses the student enrolls in

Office of Inclusive Services Fees

Charge for Service* This fee covers specialized courses and all individualized supports provided to the student Options for payment: • Students are responsible for paying this fee. • Students are encouraged to seek scholarships and can find information on the Think College website.	\$5000
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<i>*DVR will not pay this fee even if the student is approved for DVR</i>	
Inclusive Skills Training Fee* This fee covers all employment services Options for payment: • DVR will pay this fee for students who are approved for DVR services. • If the student is not approved for DVR or is currently engaged in the DVR application process, waiting for the outcome of their application, they will be responsible for paying this fee.	\$3000

UCCS Housing Cost

OIS Students live in the Summit Village Vail House Dorm on UCCS Campus

UCCS Dorm See: UCCS Residence Life	\$8465 <u>per semester</u> (\$5200 housing + \$3265 dining)
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Financial Aid

The Office of Inclusive Services is a federally designated Comprehensive Transition & Postsecondary Program (CTP) for students with intellectual and developmental disabilities. As a CTP, our students are eligible to complete the FAFSA and receive certain forms of federal financial aid, including Pell Grants and work-study funds. For resources on filling out FAFSA, please [click here](#).

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 and are expected to meet the attendance and assignment requirements for each course and communicate with their professors and mentors regarding absences.
- Students typically take two courses related to their area of study in addition to 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 Program Manager of Inclusive Services and the Inclusion Specialist once per semester. During this meeting, the student will share their goals and progress and evaluate their 4-year plan.

Registration for Classes

The OIS will support students in registering 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 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 select coursework and internships that build skills for future employment in their area of study.



College and Career Course: Sped 1000

As part of the development of the students we serve, all students take one course per semester that is 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
Person Driven Planning - Understanding Self Advocacy - Designing Goals and Resources - Developing and Communicating a Person-Driven Plan - Discovering the Disability Rights Movement and Disability Pride	Person Driven Planning part 2 - Setting goals and designing the process to achieve them - Problem-solving - Interview practice/Resume development
Social Skills (modified PEERS curriculum) - Starting, switching, and stopping conversations - Reading social cues - Using social media and electronic communication - Handling disagreements - Building connections and friendships	Dating & Relationships (taught by a national expert) - Developing clear communication strategies for healthy relationships - Understanding boundaries - Learning about healthy sexual relationships - Strategies for dating
Cooking and Meal Planning (in collaboration with Wellness Center staff) - 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	Community Service Learning Project - Understanding the needs of others and the community - Developing activities to connect with the community
Recreation, Health, & Wellness (in collaboration with Rec Center staff) - Learn basic skills for common recreation activities - Learning to manage stress and implement strategies - Creating a balanced life	Life During and After College - Learn the value of connecting with the community - Join and participate in clubs, classes, or groups

Academic Standards

Students receiving services from the Office of Inclusive Services are expected to show satisfactory academic progress by maintaining a 2.0-grade average. Students are expected to participate in all courses, sessions, and activities. Students must abide by attendance policies for

each course. Students are expected to participate in Time on Campus (TOC) with mentors to study, review readings, and complete assignments.

Students receiving services from the OIS are expected to adhere to the same standards of academic honesty as all students at UCCS.

OIS Services: Social Activities

Students are responsible for and are expected to engage in formal and informal social activities as part of their college program. OIS staff meet and communicate with students weekly to support them in identifying, attending, and fully participating in these activities. This communication happens through weekly emails from the Campus and Community Coordinator (CCC), and in team meetings.

- Students receiving services from the Office of Inclusive Services can participate in any social activities on campus with or without mentors, roommates, or friends.
- Students are encouraged to join clubs and organizations throughout their time at UCCS.
- Participation and engagement in social activities are a crucial component and, therefore, required for the successful completion of the Comprehensive Higher Education Certificate
- Mentors will attend some social events; those will be noted in the weekly email from the CCC

Part of making satisfactory academic progress includes attending the requisite number of events on campus in accordance with the Satisfactory Academic Progress policy.

Outing Proposals

In addition to attending campus social activities and joining clubs, students are taught to plan their social activities. This process is taught through the use of an outing proposal. This is a scaffolded way to teach students the elements needed to plan an event. Students will work with the CCC to complete their outing proposal and work through the following details:

- The activity they want to plan: This could be a movie night at their place, lunch with a friend, a movie date, a local hike, or any other activity they are interested in planning.
- Who they want to invite
- How they want to invite them
- Money needed for the activity
- Transportation needs
- Date and Time

The CCC will then support them in carrying out their plan. As students engage in this process and develop these skills, they will no longer need to fill out an outing proposal and work with the CCC to make it happen; they will have developed these skills, and we will fade the support.

OIS Services: Independent Living

Students receiving services from the OIS live in UCCS Housing. OIS students live on the same floor of the Summit Village in the Vail House.

Students in UCCS Housing will receive the following services:

Services Provided*	Services Not Provided
• UCCS shuttle training • Campus safety training • Campus geographical awareness training • Using an alarm • Managing a calendar • Packing class supplies • Cleaning up after themselves in the common area, bathroom, and in their own room • Laundry • Determining when to seek care from the campus medical clinic • Using visual and checklist supports • Creating roommate agreements and resolving conflict	• 24/7 support • Monitoring student location at all times (a calendar will be maintained and shared with families, but the OIS staff is unable to monitor the student to see if they are where they are supposed to be at all times) • Monitoring visitors • Administering medication

These services are NOT provided during academic breaks, including fall, winter, spring, and summer breaks.

Commuter students living elsewhere will receive independent living support during their time on campus through mentorship and engagement in OIS Seminars. Independent living skills for commuter students will be discussed & students will be asked to practice and implement them while living at home or in another setting.

Medications & Medical Emergencies

UCCS has a [Wellness Center](#) that offers on-campus medical services. Students who live on campus should communicate with OIS staff if they are not feeling well and would like to visit the Wellness Center. OIS Staff will support the student to make an appointment at the Wellness Center. Families are expected to arrange to bring their student home should they become ill or injured. Students are responsible for managing, supervising, or administering any medications. Families and students must have a plan for how the student will receive prescription refills.

OIS Seminars

As part of independent living support, the OIS offers seminars to students to develop skills needed for independent living. Students will take specific seminars based on their interests, needs, and availability. The following seminars are offered each academic year:

- Cooking class – Students cook meals and create a visual step-by-step cookbook. Class is held in the Lane Center
- Budget class – Students learn how to use an online banking app, determine if they have enough money to do desired activities, and learn to pay friends back when out for a meal or ordering delivery
- Driver's education – Students focus on learning the skills to pass the Colorado Driver's Permit test. Students do not drive a car but learn the rules of the road and how to care for a vehicle. If desired, students take their driver's permit test
- Employment Seminar– Students learn basic skills for looking for a job, interviewing, professional behavior, developing their career goals, and career exploration
- Social Skills Seminar – Students will develop essential skills for managing stress, making informed decisions, interacting with peers, and communicating effectively

OIS Services: Employment Experiences

Career Development & Employment

- The OIS prepares students for competitive, integrated, paid employment by providing coursework, seminars, paid and unpaid employment internships, and experiences, in addition to collaboration with on-campus and community employers
- Students develop individualized career goals and work with OIS staff to obtain career and employment experiences that align with their career objectives. Students must complete job search and employment experiences (paid and unpaid) as part of their OIS program to find integrated, paid employment in their preferred career area

- The OIS will assist with placement in internship and employment sites. Students may experience several work experiences throughout their time at UCCS to learn the type of work environment they prefer and develop their skills
- Students are expected to follow work attendance policies set by the work site for paid and unpaid positions. They are expected to communicate directly with the work site regarding work-related issues, with the support of the Employment Coordinator
- OIS staff will work with families, students, and service agencies to identify appropriate employment services in a student's home community upon graduation. This will include the student applying for Vocational Rehabilitation Services
- Paid, integrated employment for students exiting the OIS is the end goal, but the **OIS does not and cannot guarantee employment after graduation.**

Internship and Job Schedule

Year One	Job exploration/career assessment/interview practice with the UCCS Career Center/Employment seminar
Year Two*	On/Off-Campus Internship/ Employment
Year Three*	On/Off-Campus Internship/ Employment
Year Four *	On/Off-Campus Internship/ Employment

*students must have 4 semesters of employment experience to earn their certificate. They may not be engaged in employment experience in all 6 semesters noted above.

Certificate Completion Requirements

Office of Inclusive Services Completion Requirements

Successful completion of the Comprehensive Higher Education Certificate includes fulfillment of the following:

- Students must have a cumulative GPA of 2.0 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
 - Innovations

- 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 one time per week for students who live on campus in UCCS housing
- Successful completion of at least four semesters of employment experience

Attendance

Please try to avoid vacations during the academic semester. Please work to schedule appointments when the student does not have classes or time on campus with a mentor.

Please do not make arrangements for your student to leave campus until all of their final exams are completed. Leaving before finals are complete may distract them from studying for their finals and may impact a student's course grade.

Failure to stay on track or complete these requirements may result in the following:

- A scheduled meeting for your student to meet with the Program Manager and create an action plan detailing the requirements your student must meet to be restored to good standing. Your student will inform you of this action plan via the preferred mode of communication, with support from the OIS staff
- Placement on academic probation
- Additional time on campus to receive support
- A modified schedule
- Not being awarded a Comprehensive Higher Education Certificate.

Satisfactory Academic Progress Policy (SAP)

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

Student progress is reviewed throughout each semester to ensure students are making satisfactory progress toward completion of the Comprehensive Higher Education Certificate.

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 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 self-evaluate this area and share their progress during their mid-semester feedback meeting.

Social:

- Commuter students must complete two campus events per month
- Students who live in UCCS housing 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 conduct a self-evaluation of 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 enrollment at UCCS
- Students must participate in paid and unpaid internships and employment during their sophomore year.

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 that needs 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:

- All 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 participation in cooking and budget classes using an OIS-created data collection tool. The Campus and Community Coordinator reviews data weekly and reaches out to 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 are meeting SAP 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 area, the OIS will create a plan to support the student in making satisfactory progress in the area of concern.

Student Roles While in College

- OIS staff recommends that students engage in adult roles and responsibilities at home. This might include arranging transportation, contacting friends, or planning social activities, doing laundry, preparing snacks/meals, making purchases, preparing for the next day (pack a backpack, picking appropriate clothes, making lunch, setting alarms, etc.), and setting appointments.
- The OIS requires that students demonstrate a high level of unsupervised independence. Students will have unscheduled hours or independent time per day/week and must plan accordingly. OIS staff can help students find activities if they are experiencing too much downtime.
- Students are expected to record planned social and other activities in their calendars, with support as needed.

Our recommendations to ensure your student's success:

- Recognize that your student is an adult who is learning to make decisions for themselves
- Allow your student the ability to make their own decisions and to learn from those decisions
- Encourage your student to contact the appropriate OIS staff person when support is needed
- Support the OIS Program system of reducing ongoing prompting to help your student learn how to think for themselves and problem-solve on their own
- Participate in academic advising sessions and check the private OIS family Facebook group for weekly updates
- Encourage your student to meet the expectations for program completion

Closing Thoughts

We are excited and honored to serve your students here at UCCS. We are committed to your student:

- Growing their academic skills and knowledge through their coursework
- Developing communication skills that will be crucial in friendships, relationships, and work environments
- Enjoying a meaningful and rewarding college experience
- Learning to problem-solve all of the twists and turns that life brings
- Advocating for themselves and creating a life that they love

The OIS Staff love this work and feel passionate about creating success for each student. If you have ideas to share or need to problem-solve, please don't hesitate to contact us. Thank you for supporting your student in attending UCCS! Go, Mountain Lions!