



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. To read the policies of the Office of Inclusive Services, please see: [OIS and University Policies | Inclusive Services](#).

As a student, you have to learn 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 the Program Manager or Inclusion Specialist and we will help you.

In this handbook, the Office of Inclusive Services will often be called 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

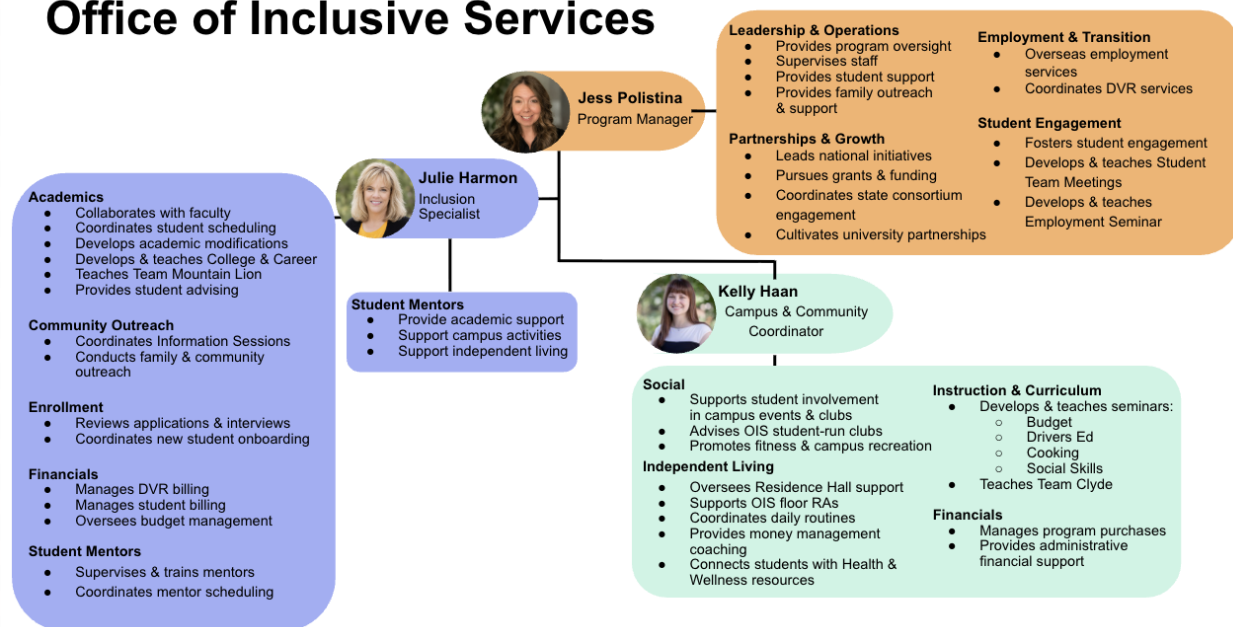
The Office of Inclusive Services will be a premier postsecondary education program for students with intellectual and developmental disabilities with the goal of supporting students to live self-directed lives.

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 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

Your OIS Staff

Office of Inclusive Services



Who Should I Contact?

Type of Question	Who to Contact
Big Questions or Problems, Team UCCS questions, Jobs, Interviews, DVR	Jessica Polistina jpolisti@uccs.edu 215-630-2096
Classes, Schedule, College and Career, Team Mountain Lion questions	Julie Harmon jharmon@uccs.edu 719 499 1284
Social Activities, Seminars (cooking, budget, driver's ed), Dorms, 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
-  Explore career options and interview skills in your first year
-  Engage in work experiences for 4 semesters
-  Attend 2 social events per month if you live at home or in a different place off campus
-  Attend 1 social event every week if living in the UCCS dorms
-  Participate in independent living supports in the dorms
-  Go to the Rec Center and work out at least 1 time per week
-  Have a GREAT TIME, and create a life you love

What Students Need on Campus

Money

- Sometimes, you will need money on campus for food, school supplies, activities, or groceries. Bring your debit card or another way to pay for things you may need on campus. 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.



FERPA

You will need to learn about FERPA. The OIS will teach you about FERPA during Mountain Lion Academy.

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 are required to follow all applicable policies and procedures, including the UCCS Student Code of Conduct. Click here to see the most recent document: [Student Conduct](#).

The OIS will use the Smart Move series to teach you about the Code of Conduct during Mountain Lion Academy. See: [SmartMove UCCS | Office of the Dean of Students](#)

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
● 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 ● Reach out to OIS Staff if you want to change your schedule or need to talk about a problem	● 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 a mentor or staff ● Do not break the UCCS Student Code of Conduct

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
- 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 support
- Call or text your mentors over and over again

If you break the OIS Rules, you may meet with an OIS Staff member to help you understand the rules and create a strategy to follow them or depending on what rule was broken, you may be removed from the program.

Student Concerns or Complaints

You are encouraged to share your ideas, complaints, and concerns with UCCS and the OIS.

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 2.0 or better
- Students must complete 50% of their courses in their unique area of study
- Students must complete the following core courses:
 - Gateway Program Seminar (GPS) Course
 - Academic Fitness
 - Public Speaking
 - Innovations
 - Two semesters of 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 students who do not receive independent living services and four times per month for students who receive independent living services at The Lookout
- Successful completion of at least four semesters of employment experience

The Office of Inclusive Services follows the relevant areas of the UCCS [SAP](#). If you are having a hard time completing the requirements to complete your certificate, OIS Staff will meet with you to help you to get back on track.



College and Career Course: Sped 1000

You will take one course per semester called College and Career. This course will teach the skills necessary for a successful life as an adult. The following are the topics you will learn about.

Curriculum Overview

Fall	Spring
<u>Person Driven Planning</u> • Understanding Self Advocacy • Designing Goals and Resources • Developing and Communicating a Person-Driven Plan • Discovering the Disability Rights Movement and Disability Pride	<u>Person Driven Planning Part 2</u> • Setting goals and designing the process to achieve them • Develop problem-solving skills • Interview practice/Resume development
<u>Social Skills (modified PEERS curriculum)</u> • Starting, switching, and stopping conversations • Reading social cues	<u>Dating & Relationships (taught by a national expert)</u> • Developing clear communication strategies for healthy relationships

● Using social media and electronic communication ● Handling disagreements ● Building connections and friendships	● Understanding boundaries ● Learning about healthy sexual relationships ● Strategies for dating
Cooking and Meal Planning (in collaboration with campus 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 campus 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

Closing Thoughts

We are excited and honored 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 have ideas to share or need to solve a problem, please don't hesitate to reach out to us. Thank you for choosing the Office of Inclusive Services at UCCS. Go, Mountain Lions!