

## SPECIAL SERVICES OCCUPATIONAL TRAINING PROGRAM

The Special Services Program provides an important component in the comprehensive community college mission of ENMU-Roswell by providing specialized certificate programs in Food Service, Office Skills, Child Care Attendant, Building Maintenance (Custodial), Animal Healthcare, and Stocking and Merchandising. Auto Mechanics is a proposed future program.

The programs are designed for students who have disabilities, but whom, with occupational training, are able to obtain entry-level positions in competitive employment. Class sizes are small and emphasis is on the completion of skills necessary for employment and independent living.

### Entrance Requirements for the Special Services Occupational Training Program

The following criteria and/or documentation will be used to help determine acceptance into the program:



1. Most recent Individualized Education Plan and educational diagnostic report from high school. Candidates are also encouraged to submit a professional vocational assessment showing the student's abilities and skills in relation to the specific vocation of interest.
2. Complete documentation and full disclosure of medical/psychological/developmental disabilities. **Failure to provide full disclosure could lead to dismissal of acceptance and/or removal from the program.**
3. Minimum 18 years of age.

4. Self-medicate with no assistance. The ability to follow directions from nurse, doctor, or pharmacy and manage medical and psychological issues appropriately and to take the appropriate medicine at the right time.
5. Independently awaken to an alarm. Attend classes and practicum regularly and on time.
6. Be able to independently utilize public transportation.
7. Maintain appropriate personal hygiene, dorm room, and laundry.
8. Demonstrate effective communication skills including the ability to read, write, process information, follow instructions from faculty and staff, and respond appropriately. Demonstrate appropriate social behavior including the ability to get along with peers and follow rules.
9. Meet minimum entrance requirements for the selected study discipline.
10. Current proof of negative tuberculosis testing and Tetanus, Diphtheria, and Pertussis (TDaP) immunization required if going into Child Care Attendant Program.
11. Student interview in person, by video chat, or phone.



## THE COLLEGE EXPERIENCE

The Special Services' eleven-month, 50 credit-hour, Occupational Training Program leads the student to a Certificate of Occupational Training (COT). Vocational training emphasizes hands-on instruction, including on-campus classroom, lab, and off-campus practicum experiences. The technical skills taught in each career field prepares the student for entry-level competitive employment in that discipline.

### Occupational Training Areas:

- Child Care Attendant
- Food Services
- Animal Healthcare
- Stocking and Merchandising
- Office Skills
- Building Maintenance (Custodial)
- Auto Mechanics (proposed future program)

### Independent Living Core Areas:

- Independent Living
- Independent Living Lab
- Life Skills
- Job Skills
- Conflict Management
- Adaptive PE
- CPR & First Aid

## DORM LIFE & INDEPENDENT LIVING

Students are provided opportunities to build positive social skills and demonstrate appropriate social behaviors by living at Sierra Vista Village which is owned by Well Equities, LLC. Although supports are in place to assist students with the social challenges of living on-campus, all students are considered adults and are expected to adhere to university policy and standards of behavior. The ENMU-R student handbook gives guidelines on independent living and standards of behavior and consequences for noncompliance of these rules.





The Special Services office is located in the Arts and Science Center (ASC), 61 University Blvd., room 100. Our office hours are 8:00 a.m.-5:00 p.m. Monday-Thursday and 8:00-noon Friday. The Special Services Dorm Support is available every evening. Campus Security and Special Services administrative staff are on-call 24/7.

Although our educational program is geared toward students with disabilities, all students must be able to live independently in the dorms and attend all classes and work sites with minimal assistance. Each student is expected to take responsibility for their educational and personal success or failure, and demonstrate maturity and behaviors appropriate for a college campus. Failure to show and maintain appropriate behaviors may result in the student being asked to leave the program/university. **We have a zero tolerance for any drug/alcohol use.**

Successful graduates may apply for a second certificate program. A four-member committee will review these applications and determine whether the student may return for another vocational certificate.

#### Support from the Special Services Department:

1. Small group tutoring is provided.
2. Computer labs are open for student use.
3. Assistance in scheduling medical appointments.

#### Social Events:

Dorm resident activities include movies, karaoke, dances, and barbecues. These are Well Equities activities and may not be supervised by the Special Services department.

- Curfew: 10:00 p.m. Monday-Thursday – 12:00 a.m. Friday-Saturday. (First certificate students only)

- Sign-in/out log/weekend checkout.
- No opposite sex visitation in rooms.
- No personal vehicle for the first year unless granted an exception by a Special Services administrator.

### GRADUATES

Our career training allows students to learn marketable vocational skills, as well as practical life and independent living skills. We pride ourselves on the 79% employment placement of graduates. Graduates leave our campus with verification of training (COT), certifications, valuable life experiences, and positive personal growth.

#### Verification of Training

- Certificate of Training (COT) from Eastern New Mexico University-Roswell, an accredited university.
- Checklist showing technical skills mastered in the chosen discipline.



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[www.roswell.enmu.edu/special-services](http://www.roswell.enmu.edu/special-services)



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