



SPECIAL SERVICES
STUDENT & PARENT HANDBOOK
2023-2024

COUGAR PRIDE

I AM

- **Courageous** *in my commitment to my college education*
- **Optimistic** *in my attitude and behavior*
- **Understanding** *to individuals' differences*
- **Grateful** *for support of family and staff*
- **Accountable** *for my words and actions*
- **Respectful** *to others and myself*

- **Prepared** *to do proficient work*
- **Responsible** *for my education*
- **Inspired** *to improve daily*
- **Diligent** *and dependable as a citizen*
- **Enthusiastic** *about learning*

Special Services Program Student & Parent Handbook

Welcome to the Special Services Program at Eastern New Mexico University-Roswell! We are pleased that you chose our program to continue your journey toward vocational and independent living success. The primary goal of our program is to provide state-of-the art training to individuals with disabilities in order to prepare them for a future of fulfilling work and independent living.

The purpose of this manual is to outline specific responsibilities and expectations for students enrolled in the Special Services Program at Eastern New Mexico University-Roswell. This handbook is intended to help guide students, parents/guardians, families, and staff to understand the uniqueness of the specialized program which is geared toward students with disabilities.

All students enrolled in the Special Services Program are admitted into ENMU-Roswell and; therefore, must also adhere to all guidelines outlined within the ENMU-Roswell Student Handbook. This document can be found on the ENMU-Roswell website. The Student & Parent Handbook will outline specific program policies, guidelines, and procedures to help ensure student success, including academic standards, behavioral expectations, specific dormitory guidelines, and healthcare needs.

We hope you find this information helpful, useful, and easy to understand. Please contact our office at any time with questions or concerns regarding any information that is printed in this document. Our main office number is 575-624-7286. Our office hours are Monday to Thursday 8:00am to 5:00pm and Friday 8:00am to Noon.

With Cougar Pride!



Rebecca L. Cobos
Director, Special Services



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SPECIAL SERVICES PROGRAM

MISSION STATEMENT

The mission of ENMU-Roswell's Special Services Program is to educate, train, and empower students with disabilities to obtain entry-level, competitive jobs and to live independently.

PROGRAM DESCRIPTION

The Special Services Program provides an important component in the comprehensive community college mission of ENMU-Roswell by providing specialized certificate programs in Child Care Attendant, Food Service, Office Skills, and Stocking and Merchandising.

The programs are designed for students with disabilities who need occupational training to obtain entry-level positions in competitive employment. Class sizes are small, and the emphasis is on the completion of the skills necessary for employment and independent living. Students are required to purchase a meal plan for the cafeteria and live in the Sierra Vista Dorms.

The Special Services Program has an application packet, which includes the admission form to ENMU-Roswell and the application for housing at Sierra Vista Village. Call the Special Services office at 575-624-7286 to request an application packet.

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. Maximum age of 30.
4. Self-medicate with no assistance. The ability to follow directions from a nurse, doctor, or pharmacy and manage medical and psychological issues appropriately and to take the appropriate medicine at the right time. Student's must independently follow prescribed plans as follows:
 - a. Seizure plan signed from a medical provider.
 - b. Diabetes plan and/or other medical plans signed from a medical provider.
 - c. Asthma plan signed from a medical provider.
 - d. Mental Health plan signed by mental health provider.
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 the rules.
9. Meet minimum entrance requirements for the selected study discipline.
10. COVID Vaccine is recommended for Child Care Attendant Program.
11. Full disclosure and documentation of any past legal issues.
12. Students are required to live in the Sierra Vista Village Dorms.
13. Students are required to purchase a meal plan for the cafeteria.
14. Students interview in person, by video chat, or phone.

Applications are reviewed by a committee to determine admission into the Special Services Program. The admissions committee is charged with reviewing the academic, social-emotional, behavioral, safety, and medical needs of all incoming students.

Limited health services are available to students and are provided by a medical practitioner. The medical practitioner will diagnose and treat common illnesses. The student is responsible for the following within a 24-hour period:

- Transporting himself/herself to and from appointments and pharmacies in town.
- Obtaining and paying for prescription and recommended nonprescription treatment.
- Following the recommended treatment plan as written.
- Self-administering medication.
- Notifying the office immediately of any change in medications.
- Presenting medical clearance and release reports to the office upon return to classes.

In the event a student needs to see a physician for more extensive medical treatment, it is the responsibility of the student (and the parent/guardian) to find additional services and ensure that the medical provider and pharmacist accepts their insurance. We encourage students to have a local primary care provider and pharmacy services set up prior to the beginning of each semester. Please note that out-of-state Medicaid is not accepted at most local pharmacies.

In case of a major emergency, the staff at ENMU-Roswell will activate the emergency response (i.e., call 911 for an ambulance at the student's expense and notify parent/guardian). **The staff of ENMU Roswell will not always remain with the student during their medical care; the faculty and staff do not take responsibility for transporting students to and from medical appointments.** Once the student arrives at the medical facility, the provider becomes responsible for the student's care.

Program requirements include:

- Maintaining a minimum grade of "C" in all core courses, labs, vocational courses, and practicums.
- A 2.0 overall GPA at program completion.
- Students are required to live in the Sierra Vista Village Dorms.
- Students are required to purchase a meal plan for the cafeteria.



- All students are required to purchase a bus pass to utilize public transportation.
- Students need to notify Special Services office if they plan on bringing a vehicle to drive during the school year.
- Students must also provide a copy of their driver's license, insurance, and registration of the vehicle to the office.
- Students who are carpooling to campus from home or from home to campus, the driver and passenger must provide a written waiver of responsibility to the Special Services Office and Director, 48 hours prior to departure.
- Students are not allowed to travel off campus with other students in personal vehicles, to and from Practicum sites unless prior approval has been granted.

GUARDIANSHIP

A guardian is a person or an entity appointed by a court to make personal and health care decisions for someone who is impaired because of mental illness, dementia, physical or mental disability, or substance abuse. Someone who is impaired in this way is considered incapacitated. New Mexico law defines an "incapacitated person" as a "person who demonstrates over time either partial or complete functional impairment by reason of mental illness, mental deficiency, physical illness or disability, chronic use of drugs, chronic intoxication or other cause, except minority, to the extent that the person is unable to manage the person's personal affairs or the person is unable to manage the person's estate or financial affairs or both. Before a court will appoint a guardian, it must be determined that the person is not able to manage his or her personal care decisions. Personal care decisions cover such things as medical care, nutrition, clothing, shelter, hygiene, safety, and day-to-day living. New Mexico law states that a guardianship should encourage the individual's independence and should be limited to the powers necessary to help with the person's mental and physical limitations.

When a person has a guardian and/or conservator named for him or her, (s)he loses many rights. This is why guardianship and/or conservatorship is a drastic measure and should only be used when there is no other way to take care of a person's needs. However, the protected person (as (s)he is known in New Mexico) does not lose all rights. The protected person still retains certain legal and civil rights as well as basic human rights. The protected person or protected person still has the right to:

- † make or change a will or trust;
- † marry;
- † vote and participate in political activities;
- † practice religion;
- † receive personal mail;
- † receive representation from a lawyer;
- † associate with friends and family; and
- † ask the court to end the guardianship and/or conservatorship or change the guardian and/or conservator.

A guardian and conservator must understand what rights the protected person retains in order to perform the powers and duties as guardian. The guardian and conservator must follow the protected person's preferences so long as such preferences are not harmful to the protected person or others. This is required even if the guardian and/or conservator would not choose these preferences personally. This is crucial in respecting the rights and dignity of the protected person.



Tips for Guardians Who Live Outside New Mexico

A guardian can be appointed even if he/she does not live in the same town, county or even state as the protected person. In such case, the guardian should consider whether the protected person should move to the guardian's community. The guardian must balance the protected person's wish to stay where (s)he lives against the importance of being physically close to the protected person and how the guardian will be able to oversee the protected person's living situation and provide the necessary support. If the protected person remains in his or her community, here are several useful suggestions for helping him or her from a long distance:

- † have someone visit the protected person frequently and report back; offer to pay a friend or neighbor a reasonable fee;
- † regularly contact the place where the protected person lives and speak to him or her and their caretakers; make sure the protected person is able to speak privately to inform the guardian of any problems with his or her living situation; have a telephone placed in the protected person's room;
- † write or e-mail frequently and arrange to have letters and cards read aloud if (s)he cannot see or read well; remember to include photographs;
- † visit the protected person from time to time; the guardian may be able to get travel expenses reimbursed from the protected person's assets;
- † consult a case or care manager, the social worker in the protected person's living community, or the court visitor if the guardian needs information, referrals or assistance; and
- † hire a professional care manager in Roswell to oversee care, make routine visits, address personal care needs, be on call 24/7, and communicate with the guardian for decision-making.

If the student is attending ENMU-R Special Services and will be residing at Sierra Vista, the guardian must make arrangements outside of Special Services accommodations to support students' needs. This could include but is not limited to:

- † Medication management
- † Specialty doctor appointments
- † Therapies/Rehabilitation Appointments
- † ER Visits
- † Follow-up Appointments to ER visits
- † Transportation



EMERGENCY PROTOCOL

HOUSING ISSUES

CALL SIERRA VISTA VILLAGE OFFICE 575-347-7132

- Weekdays from 8:00AM-9:00PM or
- Weekends from 12:00PM-5:00PM

CALL Sierra Vista Community Advisor @ 575-317-1695

- After 9:00PM Weekdays or
- After 5:00PM Weekends

Campus Emergency Protocol

- In situations requiring emergency assistance (EMT, Ambulance, Fire): **Call 911**
- Then call ENMU-R Security @ 575-624-7180 and Rebecca Cobos @ 505-702-4370
- Then call Dorm Support @ 575-607-5845
- Stay calm and carefully explain the problem and location to campus security.

Other Safety Procedures:

- Use the Facebook page to sign in and out when you are leaving campus.
- Plus sign the dorm check in/out form at the dorms.
- Travel into town in pairs or groups.
- Be aware of your surroundings.
- Don't take rides from people you don't know.
- Always use crosswalks and crossing signals when walking.
- Always take your phone, and make sure it is charged, when going into town.

When students arrive to the campus for the beginning of the school year, they need to send a text to Rebecca Cobos @ 505-702-4370.

The text needs to include:

- Your first and last name
- Your room numbers
- Your suite letters
- Example: John Smith room 1305A



SIERRA VISTA VILLAGE-

RULES AND EXPECTATIONS OF STUDENTS

- A. Sierra Vista Village (SVV) has their own housing lease and agreement that all students are expected to adhere to. Failure to follow those guidelines will result in consequences from SVV staff. However, students enrolled in the SSP, are subject to a lease “addendum” in which the following policies and procedures are requirements:
- a. First, and returning students: Must reside in building one (the dormitories) Floor three. First certificate students are prohibited from going to Building 2 or 3 or onto Floors 1 and 2 of Building 1. Each student will have one roommate of the same gender. Building one provides more structure and supervision.
 - b. Curfew: students are expected to be in their dorm room (not necessarily their bedroom) by 10:00pm Sunday-Thursday and by 12:00 midnight on Friday and Saturday. Returning students will not have a curfew.
 - c. Students **may not** have guests of the opposite gender in their dorm suite at any time, unless it is a family member but must notify dorm support.
 - d. Students may have same gender guests over until curfew. Exceptions or additional restrictions to this policy may be applied as necessary by the Director of Special Services.
 - e. **Overnight guests that are students must be approved by Dorm Facilitator. Overnight guests that are not students must be approved by Sierra Vista Village.**
 - f. Students are highly encouraged, but not required, to attend social events that occur in the Clubhouse when open.
 - g. Students understand that instructors will be in their dorm rooms at least once a week to conduct room inspections. This is mandatory as it is part of our Life Skills curriculum.



OCCUPATIONAL TRAINING PROGRAMS

Vocational Program Course:

Each of the five Special Services training programs have a classroom/lab in the Arts and Science Center. Vocational program courses use a combination of lecture and hands-on activities designed to introduce the student to their occupation of choice. This course is developed to increase the student's understanding of the industry, common terminology, equipment, work pace/speed, and workplace expectations. The courses also cover appropriate attire and behavior in the work place.

Vocational Practicum / Lab Course:

Practicums at field work sites offer on-the-job training and the opportunity to apply skills learned in the vocational program courses. Students will have a practicum supervisor who assists the student in establishing a job site, monitoring the student's progress, and problem solving. Students will be trained to use local public transportation to travel from the ENMU-Roswell campus to their job sites.

Special Services Core Course:

Courses include Independent Living (with Lab), Life Skills, Job Skills, Conflict, Adaptive PE, and CPR/First Aid. Courses are designed to help prepare students to live independently, problem-solve, and live a healthy lifestyle. Additionally, emphasis is placed on the behaviors necessary to obtain and retain employment.



VOCATIONAL PROGRAMS

Child Care Attendant Program

Designed to prepare students for employment as a child care Attendant.

Fall Semester: Designed to train students in basic child care principles applicable to day care settings with an emphasis on childhood illness, accidents, and emergencies. Areas of focus are physical, emotional, and intellectual development of newborns and toddlers. Topics include environmental health and responding to emergencies.

Spring Semester: Students will be trained in the physical, emotional, and intellectual development of children one to five years of age. Special emphasis will be on curriculum development, students with special needs, recognizing child abuse, and parenting.

Summer Semester: Focuses on feeding infants and nutrition in school-aged children, including food safety and ways to involve the young child in food preparation. Special emphasis on child care careers and learning centers.

Program Learning Outcomes:

1. Apply basic child care principles applicable to day care settings for infants, toddlers, and preschoolers, to include infection control measures.
2. Demonstrate knowledge of the physical, emotional, and intellectual development of infants, toddlers, and preschoolers.
3. Identify and apply principles of nutrition, including food safety, for infants, toddlers, and school aged children.
4. Demonstrate understanding of common childhood illnesses.
5. Demonstrate basic classroom teaching skills to include storytelling, artwork, and physical activities.
6. Demonstrate skills and behaviors needed to live independently, problem-solve, live a healthy lifestyle, and obtain and retain employment.



Food Service Program

Using the guidelines of the National Restaurant Association SERV Safe, the program is designed to provide basic food service training in safety, sanitation, and quality food preparation, serving, nutrition, dishwashing, grill and equipment use.

Fall Semester: Designed to prepare students in proper food service, food safety and handling, cross- contamination, cleaning and sanitization, kitchen safety, food service operations and day-to-day responsibilities, personal hygiene in the workplace, introduction to knife skills, and the flow of food.

Spring Semester: Designed to train students in more advanced knife skills and the flow of food, food safety regulations and standards, integrated pest management, the use and care of utensils and equipment, customer service, and following basic recipes.

Summer Semester: Designed to prepare students to take the SERV Safe National Restaurant Association Test.

Program Learning Outcomes:

1. Demonstrate proper personal hygiene, kitchen sanitation and safety, and knife safety.
2. Apply food safety regulations and standards to include the use and care of utensils and equipment.
3. Prepare food by following a recipe.
4. Portion and plate food and serve proper portions in a serving line.
5. Prepare and take the SERV Safe National Restaurant Association Test.
6. Demonstrate skills and behaviors needed to live independently, problem-solve, live a healthy lifestyle, and obtain and retain employment.



Office Skills Program

Designed to train students to become assistants in an office setting.

Fall Semester: Designed to train the student in basic office skills and principles applicable to a business office setting. Includes instruction in telephone etiquette, message taking, writing basic personal and business correspondence, greeting and directing visitors and clients, and using and maintaining different filing systems, an introduction to keyboarding and proper proofreading skills.

Spring Semester: Designed to train students in alphabetizing and indexing and basic personal computer operation, additional training in keyboarding to learn to prepare business and personal documents and flyers with a word processor. Accuracy and formatting will be emphasized in producing business documents, forms, and other pertinent written communication.

Summer Semester: Designed to further develop the student's personal computing skills through a basic introduction to Microsoft PowerPoint and Microsoft Excel.

Program Learning Outcomes:

1. Develop keyboarding and proofreading skills.
2. Produce business documents, forms, and other pertinent written communication.
3. Apply customer service skills to include greeting and directing customers, proper telephone etiquette, and message taking.
4. Use and maintain different filing systems to include alphabetizing and indexing.
5. Employ good email practices by creating, sending, and forwarding email messages and maintaining email folders.
6. Demonstrate skills and behaviors needed to live independently, problem-solve, live a healthy lifestyle, and obtain and retain employment.



Stocking & Merchandising Program

Designed to train students to become retail, wholesale, and warehouse clerks.

Fall Semester: Designed to prepare students to stock shelves, racks, bins, and tables with new merchandise, clean display cases and aisles, and learn the basics of shipping and receiving.

Spring Semester: Students will learn to receive, open, unpack, and issue merchandise to sales floor, properly price merchandise, answer customer's questions about merchandise and advise customers on merchandise selection, pack customer purchases in bags or cartons, and transport packages to customer's vehicles.

Summer Semester: Designed to prepare students to itemize and calculate customer merchandise selection at checkout counter using a cash register, accept cash or credit card for purchase, take inventory or examine merchandise to identify items to be ordered, and compare merchandise invoices to items actually received to ensure that shipments are correct.

Program Learning Outcomes:

1. Accurately stock shelves, racks, bins, and tables with new merchandise to include proper stock rotation, fronting and facing, and accurate pricing.
2. Receive, open, unpack, check invoices, and safely move products from stock room to display area.
3. Answer customer's questions about merchandise and advise customers on merchandise selection.
4. Pack customer purchases in bags or cartons, and transport packages to customer's vehicles.
5. Take inventory or examine merchandise to identify items to be ordered.
6. Demonstrate skills and behaviors needed to live independently, problem-solve, live a healthy lifestyle, and obtain and retain employment.



SPECIAL SERVICES CORE COURSES

ACS 010 - Recognizing Conflict. Two credit hours. Course focuses on understanding conflict and making appropriate personal choices in situations of conflict. Areas of instruction may include problem solving, effective listening skills, self-conflict, criticism, peer pressure, and stress management.

ACS 020 - Conflict Management. Two credit hours. Course focuses on interacting with others in stressful or difficult situations. Topics may include communication; applying healthy versus unhealthy behaviors in the workplace and in social settings; strategies to address bullying/teasing; and developing positive relationships with others.

ACS 030 - Recognizing Conflict II. Two credit hours. (2nd Year Students Only). Course is designed to build on ACS 010 by advancing skills and understanding of conflict, managing stress, controlling emotions, effective listening and communication techniques, researching stereotyping, rivalry, and harassment. Prerequisite: ASC 010.

ACS 040 - Conflict Management II. Two credit hours. (2nd Year Students Only). Course is designed to build on ACS 020. Students will learn about communication and conflicts in personal relationships, understanding arguments, breakups, creative problem solving, team building, and healthy versus unhealthy behaviors in the workplace and in social settings. Prerequisite: ASC 020

HO 010 - Community CPR. One credit hour. Designed to train students to respond to respiratory and cardiac emergencies with lifesaving skills for the infant, child, or adult victim.

HO 030- Life Skills I. Two credit hours. Designed to assist students in acquiring various life skills in a residential setting. Topics include activities of daily living and self-care, building positive relationships, maintaining a clean and healthy living environment, and simple housekeeping duties.

HO 031- Life Skills II. Two credit hours. Designed to be a continuation of HO 030 while also implementing practical applications of residential living. Topics include food safety, developing interpersonal skills, maintaining household appliances, and participating in more complex household chores.

HO 032- Life Skills III. One credit hour. Designed to be a continuation of HO 031 while also focusing on emotional health, stress management, developing coping mechanisms, and transitioning from out of college.

HO 040- Life Skills IV. Two credit hours. (2nd Year Students Only) Designed to assist students in acquiring various life skills in a residential setting. Topics include creating and maintaining an organized living environment, comparison shopping, clothing and appliance care, practical applications while on a budget, and personal accountability. Prerequisite: HO 030.



HO 041- Life Skills V. Two credit hours. (2nd Year Students Only) Designed to be a continuation of HO 040 while also introducing concepts in food safety, participation and networking in local communities, understating civil rights and disability awareness. Prerequisite: 031.

HO 042- Life Skills VI. One credit hour. (2nd Year Students Only) Designed to be a continuation of HO 041 while also introducing concepts in transitioning from college to local communities, apartment search, utility applications, voting registration, and other community outreach. Prerequisite: 032

HO 091- Independent Living I. Two credit hours. Designed to assist students in acquiring various skills to become more independent. Topics include personal hygiene, community access and safety, developing self-awareness and positive social skills, bullying and harassment, etiquette, and time management and self-advocacy. Corequisite: HO 091L.

HO 091L- Independent Living I Lab. One credit hour. Provides for practical application of independent living skills learned in HO 091. Will include activities to enhance independent living skills. Corequisite: HO 091.

HO 092- Independent Living II. Two credit hours. Designed to be a continuation of HO 091 while also introducing concepts in budgeting, bill paying, comparison shopping, meal preparation, nutrition, and fitness. Corequisite: HO 092L.

HO 092L- Independent Living II Lab. One credit hour. Provides for practical application of independent living skills learned in HO 092. Corequisite: HO 092.

HO 093L- Independent Living III Lab. One credit hour. Provides an opportunity for practical application of independent living skills pertaining to family responsibilities, including marriage and parenting. Topics also include the awareness of Americans with Disabilities Act, social security, and civil rights.

HO 099- Independent Living IV. Two credit hours. (2nd Year Students Only) Designed to assist students in acquiring various skills to become more independent. Topics include setting and pursuing goals, time management, money management, banking, consumer safety, self-advocacy, self-esteem, and self-reflection. Corequisite: HO 099L. Prerequisite: 091

HO 099L- Independent Living IV Lab. One credit hour. (2nd Year Students Only) The lab gives practical applications of adult daily living skills in an apartment setting and applying skills learned in HO 093.

Topics will include relationship skills and responsible relationships. Corequisite: HO 099. Prerequisite: 091L.

HO 094- Independent Living V. Two credit hours. (2nd Year Students Only) Designed to be a continuation of HO 093 while also introducing concepts in food safety, participation and



networking in local communities, understating civil rights and disability awareness. Corequisite: HO 094L. Prerequisite: 092.

HO 094L- Independent Living V Lab. One credit hour. (2nd Year Students Only) This class gives the opportunity for practical application of adult daily living in a n apartment setting and skills learned in HO 094. Corequisite: HO 094. Prerequisite: 092L

HO 095L- Independent Living VI Lab. One credit hour. (2nd Year Students Only) Provides an opportunity for practical application of adult living skills in an apartment setting and preparing for transitioning from college to independent living in the community. Topics exploring career paths, dating, family and marriage. Prerequisite: 093L.

HO 095 - Job Skills. Two credit hours. An in-depth study of behaviors necessary to retain employment and advance in the workplace. Topics covered may include employer expectations, workplace ethics, appropriate appearance, and proper social skills, including communication, self-control, cooperation, and workplace conduct.

HO 097 - Job Skills II. Two credit hours. (2nd Year Students Only). Designed to build on HO 095 by advancing skills necessary to retain employment. Topics covered may include applying for promotions, how to lead other employees, understanding professional development and employer expectations, accept criticism and give appropriate responses to criticism, workplace ethics, appropriate appearance, and proper social skills, including communication, self-control, cooperation, and workplace etiquette.

Prerequisite HO 095.

HO 096 - Basic Skills for Job Seekers. Two credit hours. An in-depth study of the basic skills of employment seeking and applying for employment. Topics may include job interviewing, resume writing, and productive search methods for various sources of employment.

HO 098 - Basic Skills for Job Seekers II. Two credit hours. (2nd Year Students Only) Designed to build on HO 096 by intensive study of interview preparation, completing mock interviews, and public speaking. Topics may include electronic job applications, web-based application process, resume writing, portfolios, and productive search methods for various sources of employment. Prerequisite: HO 096.

HPE 020 - Standard First Aid. One credit hour. Designed to train students to administer aid to victims before emergency medical services arrive.

HPE 021 – Adaptive Physical Education I. One credit hour. Designed to introduce the student to the basic functions of the human body. Also, to increase the student’s awareness and importance of physical activity to perform job tasks, decrease injury, illness, and disease. Weight training and line dancing components are adapted to student’s physical abilities. Students will gain knowledge of human body systems including cells, tissues, organs, systems; the skeletal system; and the muscular system.



HPE 022 – Adaptive Physical Education II. One credit hour. This course is a continuation of

HPE 021. Students will also gain knowledge of the human body systems including the digestive system; the circulatory system; the excretory system; and the reproductive system.

HPE 023 – Adaptive Physical Education III. One credit hour. This course is a continuation of

HPE 022. Students will also gain knowledge of the human body systems including the nervous system and senses and the respiratory system.

HPE 031 – Adaptive Physical Education IV. One credit hour. (2nd Year Students Only)

Designed to assist the student to incorporate health, wellness, and recreational sports in everyday activities including independent leisure, social interactions, and utilizing community resources. Students will gain knowledge in the areas of stress management, personal accountability, self-awareness, and will explore various community activities. Prerequisite: HPE 021

HPE 032 – Adaptive Physical Education V. One credit hour. (2nd Year Students Only) This

course is a continuation of HPE 031. Students will also gain knowledge in personal accountability; self-awareness; self-advocacy; team sports and corporation. Students will explore a variety of physical activities which will be adapted to the student's physical abilities.

Prerequisite: HPE 022

HPE 033 – Adaptive Physical Education VI. One credit hour. (2nd Year Students Only) This

course is a continuation of HPE 032. Students will also gain knowledge in independent leisure; will utilize community resources and will explore a variety of community activities involving sports and recreation. Prerequisite: HPE 023



PROGRAM COSTS

In addition to the required ENMU-Roswell tuition and fees, the following Special Fees will be charged:

Special Services Program fee	\$88.55 per credit hour
Special Services-CPR Card Fee (HO 010 Community CPR)	\$20.00 per student
Special Services—Fingerprinting Fee for Child Care (non-refundable)	\$44.00 per student
Special Services—Food Service fee (FDS 010, FDS 020, and FDS 030)	\$30.00 per semester
Special Services—Independent Living Lab fee (HO 091L, HO 092L, HO 093L, HO 099L, HO 094L, HO 095L)	\$30.00 per semester
Special Services—Life Skills fee (HO 030, HO 031, HO 032, HO 040, HO 041, HO 042)	\$30.00 per semester
Special Services – Graduation Regalia (estimate of \$100.00)	
Special Services – Bus Pass fee	\$31.50 Fall \$31.50 Spring \$12.60 Summer
Special Services—Liability Insurance	\$5.00

Students in the Special Services occupational training programs are required to pay a fee for liability insurance provided by a third party.

Special Services Academic Rules and Regulations

Students entering the Special Services Program will be provided built-in academic accommodations to each course to create equal access to course material and facilities. Students are expected to meet the standards of the program as set by the Director of Special Services, faculty and the University. Students will be expected to maintain appropriate Academic Progress each semester of attendance. The Special Services program is a 3 semester (Fall, Spring, Summer) or 11-month program. Students must pass each of the courses listed below to earn a Certificate of Occupational Training. Special Service students will also follow the ENMU-Roswell Student Handbook; <https://www.roswell.enmu.edu/current-students>

Certificate of Occupational Training

Students who complete all program requirements will receive a Certificate of Occupational Training (COT). The COT requires:

- A minimum of 50 credit hours for the first-certificate program (25 Core 1 credit hours and 25 vocational credit hours);
- A minimum of 48 credit hours for the second-certificate program (23 Core 2 credit hours and 25 vocational credit hours); Program requirements include:
- Maintaining a minimum grade of “C” in all core courses, labs, vocational courses, and practicums and
- A 2.0 overall GPA at program completion.
- A 3.5 term GPA is required for honors cord.



CERTIFICATE PLANS

Each Special Services Occupational Training program has individualized certificate plans. Each certificate plan will outline vocational and core course requirements for the student to reach graduation.

FALL SEMESTER 1ST YEAR

DEPT	Course Number	Course Title	Credit Hours
VOC	010/011	Vocational Program I	5
VOC	011/011L	Vocational Practicum/ Lab I	5
HO	095	Job Skills I	2
ACS	010	Recognizing Conflict I	2
HO	030	Life Skills I	2
HO	091	Independent Living I	2
HO	091L	Independent Living Lab I	1
HPE	021	Adaptive Physical Education I	1

SPRING SEMESTER 1ST YEAR

DEPT	Course Number	Course Title	Credit Hours
VOC	020/021	Vocational Program II	5
VOC	021/021L	Vocational Practicum/ Lab II	5
HO	096	Basic Skills for Job Seekers I	2
ACS	020	Conflict Management I	2
HO	031	Life Skills II	2
HO	092	Independent Living II	2
HO	092L	Independent Living Lab II	1
HPE	022	Adaptive Physical Education II	1

SUMMER SEMESTER 1ST YEAR

DEPT	Course Number	Course Title	Credit Hours
VOC	030/031	Vocational Program III	2
VOC	031/031L	Vocational Practicum/ Lab III	3
HO	032	Life Skills III	1
HO	093L	Independent Living Lab III	1
HPE	023	Adaptive Physical Education III	1
HPE	020	Standard First Aid	1
HO	010	Community CPR	1



Second Year Experience

Student may apply to return to the Special Services Program to complete a second occupational training certificate program. This is optional and not a requirement. Below is the certificate plan for students who choose to return to the Special Service Program. In a second year the students will enter a new vocational area and advance their independent living skills.

FALL SEMESTER 2ND YEAR

DEPT	Course Number	Course Title	Credit Hours
VOC	010/011	Vocational Program I	5
VOC	011/011L	Vocational Practicum/ Lab I	5
HO	097	Job Skills II	2
ACS	030	Recognizing Conflict II	2
HO	040	Life Skills IV	2
HO	099	Independent Living IV	2
HO	099L	Independent Living Lab IV	1
HPE	031	Adaptive Physical Education IV	1

SPRING SEMESTER 2ND YEAR

DEPT	Course Number	Course Title	Credit Hours
VOC	020/021	Vocational Program II	5
VOC	021/021L	Vocational Practicum/ Lab II	5
HO	098	Basic Skills for Job Seekers II	2
ACS	040	Conflict Management II	2
HO	041	Life Skills V	2
HO	094	Independent Living V	2
HO	094L	Independent Living Lab V	1
HPE	032	Adaptive Physical Education V	1

SUMMER SEMESTER 2ND YEAR

DEPT	Course Number	Course Title	Credit Hours
VOC	030/031	Vocational Program III	2
VOC	031/031L	Vocational Practicum/ Lab III	3
HO	042	Life Skills VI	1
HO	095L	Independent Living Lab VI	1
HPE	033	Adaptive Physical Education VI	1



CERTIFICATE CHECKLIST

Each Special Services Occupation Training program has a specific checklist of skills that are presented through the vocational program courses during the fall, spring, and summer semesters. The skills on the checklist are those a student must possess for entry level employment in their chosen occupation. Checklists can be obtained in the Special Services office. The checklist benefits the student by giving them a concrete list of skills they have mastered when applying for employment.

GRADING SYSTEM

The following are letter grades given and their equivalents in grade points.

"A" - 4 grade points per credit hour; "A" grade indicates exceedingly high achievement.

"B" - 3 grade points; "B" grade indicates above average achievement.

"C" - 2 grade points; "C" grade indicates satisfactory achievement.

"D" - 1 grade point; "D" grade indicates marginal achievement.

"F" - 0 grade points; "F" grade indicates unsatisfactory achievement

ACADEMIC STANDING

Students in the Special Services Program must maintain "Good" academic Standing. All students whose GPA falls below a cumulative GPA of 2.0 for the first time will be placed on Academic Warning at the end of that semester.

COURSE FAILURES OR WITHDRAWAL

Vocational Courses

Student who earns a "D" or "F" in a vocational program course or practicum in a Fall or Spring semester will be dismissed for non-compliance of academic standards.

Core Courses

Any Special Services student who earns a "D" or "F" in any core class during a Fall, Spring, will not be eligible for graduation and will be dismissed from the program. This student can apply to return the following year to make up the courses failed.

Any student who fails or withdraws from a Vocational or Core Course in a summer semester will not be eligible to graduate. This student can apply to make up the course the following summer semester.



Academic Supports

ATTENDANCE MONITORING

Students are expected to attend each scheduled class and be on time! Aim to arrive to class or practicum 5 minutes early. **“Early is On Time; On Time is Late; Late is Unacceptable!”**

Tardy: Students who are 5-15 minutes late for class will be considered “tardy” and 1 (one) point will be deducted from their final grade.

Excused Absence: Students inform the office, in advance, that they will not be in class. Special Services Administrators will either approve or not approve the reason for why a student is requesting to miss class. Typically, students are only “excused” if they have a medical appointment, are sick (with doctor’s note), or a family emergency (e.g., death in the family) or a family event (e.g., wedding). These are examples, and do not comprise the entire list, and each request is reviewed on an individual/family basis and exceptions can be made. However, examples such as “I want to go to my brother’s baseball game”, “I need to go shopping”, or “I am visiting a friend” or “I am going on vacation” are not considered excused absences. Special Services administrators will email the student’s instructors informing them of an excused absence. An absence is only excused if the office informs instructors.

Unexcused Absence: Students who are more than 15 minutes tardy, or who do not attend a scheduled class will be considered “absent” and 5 points will be deducted from their final grade.

GRADE MONITORING

Students are expected to maintain good academic standing while in the Special Services Program in order to meet graduation requirements. This requires that the student remain responsible for the completion and submission of all course reading, assignments, projects, tests and/or exams as assigned by the course instructor outlined in the Course Syllabus. Instructors monitor grades and completion of assignments. When a student fails to complete an assignment, the instructor will submit an early alert to the Deputy Director and/or Director of Special Services. The Deputy Director and/or Director will meet with the student and develop a plan for improvement. When a student scores below a 70% on a test/exam, or his overall course grade falls below 70%, the instructor will submit an early alert to the Deputy Director and/or Director. The Deputy Director and/or Director will meet with the student and develop a plan for improvement. **Ultimately, it is the responsibility of the student to maintain and earn a passing grade for each course.**

EARLY ALERT:

Instructors monitor student attendance, assignment completion and course grades.

Instructors will submit an Early Alert notice to the Deputy Director and/or Director if/when students meet any of the following conditions:

Tardy for class:

Absences: any unexcused absence,

Missing assignments: When a student fails to complete an assignment

Poor Test/Course performance: When a student scores below 70% on a test or exam and/or assignment.

Behavioral concern: Students will also be reported to the office for any behavioral concerns reported during instructional time, the dormitory environment, or the cafeteria environment.



Behavioral concerns are, but not limited to, an action that disrupts the learning environment of the other students, is disrespectful to students or staff, or refusing to participate in class activities.

We also want to recognize students for positive behavior and academic achievement with the following Early Alerts;

Outstanding Organization; Assisting Other Students; Random Acts of Kindness;

Above Average Classwork; Participate without Prompts

IMPROVEMENT PLANS:

This is a plan for a student who needs improving some sort of behavior. It is an agreement between the student and the Special Services administration that a student has violated a policy and that a student is willing to adhere to individual, student specific, guidelines. Parents and/or guardians, will be informed of this improvement plan, the student will receive a copy, and the document will be sent to all Special Services staff, including dorm support. This is a way to monitor and track student concerns and to help guide students to learn to make more appropriate decisions in the future.

Students who violate any of the student behavior expectations, violate the housing addendum, or who are missing class/not completing homework, will be subject to an “improvement plan”. The consequences and duration of any improvement plan are contingent upon the student, the infraction, and the seriousness of violation. Special Services administrators do not solely develop any improvement plan. Rather, they work with the student and the staff to determine the most effective strategies to help a student be more successful.

WARNING PLAN:

Students who are on an Improvement Plan and fail to meet the terms of the plan will be placed on a Warning Plan. The Warning Plan means that if a student continues to demonstrate poor behaviors, the next step could be dismissal from the program.

SPECIAL SERVICES TUTORING:

The Special Services Program has our own tutoring program, which is in addition to the university tutoring center. All Special Services students will attend tutoring once a week for one hour. The SSP administrators will schedule a time slot for each student depending on the student’s schedule and the tutor’s availability. This is small group (4 to 5 students) tutoring. Although tutoring is not attached to credit hours, it is attached to a student’s overall grade in the Life Skills course. The purpose of tutoring is to ensure that all students are caught up with their work, have enough study time, can request assistance from the tutor, and have the opportunity to help peers (if a student is caught up on their own work). As we say, “There is always something to learn and there is always someone to help”. Students can request a second hour of Tutoring each week if needed. If more Tutoring (beyond 2 hours/week) is needed, the student and parent should hire a private tutor to work with the student.



Student Illness

SICK POLICY/SCHEDULING AN APPOINTMENT WITH MEDICAL PROFESSIONAL:

Classroom and Practicum attendance is extremely important for student success. That said, students do occasionally get sick. Students must inform the office and his/her instructor (and practicum worksite as appropriate) that they are sick. Under most circumstances, a note from a medical provider is required in order for the absence to be excused. To obtain an appointment at the student must call their primary care medical professional to schedule appointment. If assistance is needed, please contact the Special Services office staff first thing in the morning when the office opens. The Special Services office staff will email instructors if a student has been excused from class due to illness however, it is the student's responsibility to inform the Special Service's office staff, instructors and/or practicum supervisors if they are going to be absent.

Students may also choose to see their own private doctor in town. However, the same steps must be followed in that the student must inform the office of a doctor's appointment and must provide the office with a doctor's note.

Without a note from a medical provider, only the Director or Deputy Director can excuse the absence for conditions when rest is needed but medical attention is not absolutely necessary. In this situation, the student should call and speak to the Director or Deputy Director for a determination to be made if the absence will be excused. This is an exception to the rule; normally a note from a medical provider will be required.

All missed assignments must be made up. Every effort should be made to make-up any missed practicum hours – coordinate this with the practicum supervisor.

Non-Academic Rules and Regulations

UNIVERSITY STANDARDS

Students at ENMU-Roswell are assumed to have a serious purpose and sincere interest in their social and intellectual development. They are expected to cope with problems with intelligence, reason and consideration for the rights of others, and to utilize mature and peaceable means to support changes they desire. Just as students appreciate their own rights and freedom, they are expected to respect the rights and freedom of others.

Students may be asked to present identification to properly identified University personnel upon their request while these persons are in the performance of their duties. If they refuse or are unable to do so, they shall be treated as non-students until they can be proven to be students.



SPECIALS SERVICES STANDARDS OF BEHAVIOR

Special Services Occupation Training Program Students must conduct themselves in a respectful manner at all times. Students should always be respectful of themselves, respectful of others, and respectful of others property. Students should be aware that their actions can have positive and negative outcomes and they will be held accountable for their actions. Students should act knowing they represent themselves, their parents, their home community and ENMU-Roswell when they are on campus, at their practicum site, or when in the local community. Below is a list of terms and definition of behaviors that are strictly prohibited and can lead to a student being dismissed from the Special Services Occupation Training Program

Physical or verbal abuse of any person on university-owned or controlled property or at university approved or supervised functions, or conduct that threatens or endangers the health or safety of any such person.

Theft or damage to property of the University, of a member of the University community, or of a campus visitor, including possession, sale or attempted sale of stolen property of the University, of a member of the University community, of a campus visitor, or to the civic community/citizens.

Disorderly conduct or lewd, indecent or obscene conduct or expressions on university-owned or controlled property or at a university-approved or supervised function.

Possession of any weapons while on university-owned or controlled property or at university approved or supervised activities, such as, but not limited to, rifles, shotguns, ammunition, hand guns and air guns, including explosives such as firecrackers, etc.

Possession or use of alcoholic beverages on university-owned or controlled property is strictly prohibited.

Public displays of Affection (PDA) have been defined as, "any behavior/ actions intended to arouse feelings of love in the giver and/or the recipient in a public location that are deemed to be excessive by ENMU-Roswell staff. Examples: hugging, lap sitting, kissing, touching or petting.

Failure to comply with directions of university officials acting in the performance of their duties. Students are required to follow directions as given by university staff.

Cell Phone Usage in Class and Practicum is strictly prohibited. This includes sending or receiving voice calls, texts, and messages. Students should have their phones put away and turned to off during class and practicums. The only exception to this policy is if the instructor gives a student(s) specific permission to use the cell phone for instructional purposes. Students should send his/her parents a copy of the visual schedule so they are aware of when students are in class or practicum. If there is an emergency during a scheduled class time, parents should call the office at 575-624-7286 and a message will be taken to the student.



DRUG FREE CAMPUS

ENMU-Roswell is a drug-free campus. Drug and alcohol abuse on campus poses a serious threat to the health and welfare of faculty, staff and students; impairs work and academic performance; jeopardizes the safety and well-being of other students and members of the general public; and conflicts with the responsibility of ENMU-Roswell to foster a healthy atmosphere for the pursuit of education and service.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on the premises of ENMU-Roswell, including, but not limited to its campus grounds, facilities, vehicles, or any activity held on campus premises. As a condition of enrollment, any student of ENMU-Roswell shall abide by the terms of the Drug-Free Campus Policy.

SMOKE FREE CAMPUS

ENMU-Roswell is a tobacco-free institution; therefore, the use of any form of tobacco or e-cigarettes is prohibited in ENMU-Roswell buildings and Sierra Vista Village clubhouse and Dorm Building 1, 2, and 3.

SEXUAL MISCONDUCT

The Eastern New Mexico University Board of Regents' policy applying to students and those who interact with students on either the ENMU-Roswell Campus or at ENMU-Roswell sponsored events, expressly prohibits sexual misconduct of any kind including that defined herein:

KINDS OF MISCONDUCT:

1. **FORCED SEXUAL CONDUCT:** Any unwelcome contact of a sexual nature with another person (including exposure, disrobing, telephone calls, etc.), that is accomplished toward another without his/her consent including any such act accomplished by means of actual or implied force, threat, coercion, or by taking advantage of a victim's helplessness.
2. **FORCED PHYSICAL SEXUAL CONTACT:** Any unwelcome contact of a sexual nature with another person (including touching, fondling, etc.), that is accomplished toward another without her/his consent and by means of actual or implied force, threat, coercion, or by taking advantage of a victim's helplessness. Using force or intimidation to make a person touch another's intimate parts shall also constitute sexual contact.
3. **FORCED SEXUAL PENETRATION:** Intercourse (vaginal penetration), sodomy (anal penetration), oral copulation (oral-genital contact), or penetration with any object or body part, by the use of force, threats, coercion, or by taking advantage of a victim's helplessness.

Any Sexual Misconduct can lead to immediate dismissal from the Special Services Program and in accordance of Title IX policies and procedures.



Notice of Non-Discrimination

Eastern New Mexico University - Roswell is an affirmative action and equal opportunity employer. The University does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or veteran status in its programs, activities or employment.

Eastern New Mexico University - Roswell subscribes to Title IX of the Education Amendments of 1972 that prohibits discrimination on the basis of sex in any educational program or activity receiving federal funds.

Eastern New Mexico University – Roswell subscribes to Title IV of the Civil Rights Act of 1964 that prohibits discrimination based on race, color or national origin in any program or activity receiving federal funds.

Grievance procedures for each employee group are outlined in the handbooks of the constituency.

Persons seeking additional information about the University's nondiscrimination policy, Title IX, or grievance procedures should contact:

Affirmative Action Officer (ENMU System)

Jessica Small

Internal Auditor/Affirmative Action Officer

ENMU Station 2, 1500 S Ave K

Portales, NM 88130

Phone: 575.562-2218 or 800.367-3668

Email: jessica.small@enmu.edu

Title IX Coordinator (ENMU-System)

Greg Lamm

ENMU Station 2

1500 S. Avenue K.

Portales NM 88130

Phone: 575-562-2235

Email:

Section 504 Coordinator

Kimberly Childress

Disability Services Officer

Deputy Director of Special Services

(ENMU-Roswell)

P.O. Box 6000 Roswell, NM 88202-6000

Phone: 575.624-7002 or 800.243-6687

Email: kimberly.childress@enmu.edu



U.S. Department of Education Office for Civil Rights

400 Maryland Ave. SW

Washington, DC 20202-1100

Customer Service: 800-421-3481

Fax: 202-453-6012

TDD: 877-521-2172

E-mail: OCR@ed.govWeb: <https://www.ed.gov/ocr>

SEXUAL HARASSMENT

ENMU-Roswell strives to maintain an academic and working environment free from all forms of harassment and insists that all students be treated with dignity, respect and courtesy.

A comment or conduct of a sexual nature, where such behavior threatens or offends any student is unacceptable.

To help clarify what is unlawful sexual harassment, the Federal Equal Employment Opportunity commission has issued Guidelines on the subject. Those Guidelines state that unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature will constitute unlawful sexual harassment when:

- Submission to sexual conduct is an explicit or implicit term or condition of an individual's employment or classroom evaluation;
- Submission to or rejection of such conduct by an individual is used as basis for academic or employment decisions affecting such individual;
- When sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature have the purpose or effect of unreasonably interfering with an individual's class performance or an individual's work performance or creates an intimidating, hostile, or offensive working or classroom environment.

ENMU-Roswell recognizes that employees and students of both sexes work together and communicate. Although there is no absolute definition of conduct that constitutes sexual harassment in every case, all ENMU-Roswell employees and students are required to conduct themselves in accordance with the guidelines set forth above.

The University strongly disapproves of any form of sexual harassment at the workplace or in the classroom, including acts of non-employees. Disciplinary action will be taken promptly against any student, employee, supervisor or otherwise engaging in unlawful sexual harassment. The University will not tolerate any conduct which fails to comply with the letter and spirit of these guidelines.

In the event that a violation is found to have occurred, the Assistant Vice President of Student Affairs will determine disciplinary actions or sanctions appropriate to the offense. Disciplinary actions or sanctions may include, but are not necessarily limited to, admonition, warning, probation, suspension of rights and privileges, restitution, eviction from the University residence halls or suspension from the University.



Social Media / ELECTRONIC MESSAGES

The Special Services Program recognizes Social Media as a very powerful tool. This policy provides guidance for Students use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in an unedited manner. Electronic messages include but are not limited to: email, texting, picture mail, messenger services, etc.

The following principles apply to professional personal use of social media and electronic messages while a Special Services student:

- Students need to know and follow to the ENMU-Roswell Student Code of Conduct, and other University policies and local, state and federal laws when using social media.
- Students should be aware that social media activity and on-line actions may have a long-lasting negative on a student personal image.
- Social media activity and on-line actions such as a student posts or information published becomes public information immediately and has the ability to remain in the public eye for a long-lasting period of time.
- Social media activity and on-line actions such as posts or information published can be stolen, copied, changed and or used without the permission of the individual who initially hosted the information.
- Students should be aware that ENMU-Roswell and/or the Special Services Program may observe content and information made available by students through social media. Students should use their best judgment in posting material that is neither inappropriate nor harmful to themselves, other students or non-students and or ENMU-Roswell
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are *defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile living or academic environment*. Post containing the mentioned content is prohibited and could result in disciplinary action.
- Students are not to publish, post or release any information that is considered confidential or not public when related to their practicum/ job sites. If there are questions about what is considered confidential, students should check with their practicum supervisor or job site supervisor.
- Students use caution before referring to or commenting on a social media post that contains images of current or former students or current or former staff/faculty.
- Social media use shouldn't interfere with student responsibilities at their practicum site. Practicum computer systems are to be used for business purposes only. When using a practicum site computer system, use of social media for business purposes is allowed with permission of your site supervisor
- Student personal use of social media networks or personal blogging of online content about their practicum experience or work duties is prohibited and could result in disciplinary action.



CAMPUS COMPUTER LABS AND WIFI

The Computer Services Department on the ENMU- Roswell Campus provides computers labs and Wi-Fi services to the campus as a whole.

The University seeks to provide free access to basic computing and Wi-Fi available to all registered students who agree to follow University policies when using ENMU-Roswell equipment, facilities, and systems. Any Student who uses ENMU-Roswell computing equipment has the responsibility to use the computer and systems in an effective, efficient, ethical and lawful manner.

ENMU-Roswell's policy for use of its computing facilities has various specific rules, regulations, and procedures, which govern the use of computing equipment and facilities that are posted in the campus labs. Users shall cooperate with the operators, consultants and supervisors. In accordance with established University practices, violations may result in disciplinary action, which could lead to expulsion, and/or legal action.

ENMU-Roswell computing facilities main purpose is to provide access to students engaged in academic purposes. ENMU-Roswell reserves the right to limit or terminate a computer user's session during times of high demand such as, but not limited to, mid-term or finals week and when a student's use is determined to be leisure, inappropriate, or non-academic.

Students who use ENMU-Roswell computers in an irresponsible or unlawful manner will have their session terminated and be asked to leave the facility. Some examples of irresponsible include but are not limited to use of: searching for, posting or downloading *pornographic material or proprietary information* such as movies or music.

FACEBOOK AS A COMMUNICATION TOOL

All students are encouraged to have a smartphone with them at all times. This is for emergency situations as well as speed of communication. Students will be invited to join the Facebook closed group entitled: www.facebook.com/groups/classof2024specialservicesenmur/. The Director, Deputy Director, and the faculty will use this as a communication tool for announcements, reminders, and special instructions. Additionally, students will use this Facebook group to sign in to their rooms every evening before curfew. Students will post when they are leaving campus and when they return. The group will be monitored by the Director, Deputy Director, and the Dorm Support instructors. Students will receive instruction in the proper use and procedures for this Facebook group. Parents can be added to their group by their student, if desired.



REQUIRED SUPPLIES AND UNIFORMS

Each student should have a backpack or a rolling cart. Students should have a smartphone for emergencies and for quick communication with staff. **Laptop computers with Microsoft Office are required.** Students should have a USB drive for use in all classes. In the table below are specific requirements for each class and the practicum.

VOCATIONAL CLASS	REQUIRED SUPPLIES FOR THE CLASSROOM	REQUIRED UNIFORM FOR PRACTICUM
Child Care Attendant	<ul style="list-style-type: none"> ❖ 1 & ½ inch 3 ring binder (RED) ❖ One USB (may be shared with other classes) ❖ Dividers ❖ Spiral Notebook ❖ Pens – Blue or Black ❖ Pencils ❖ 2 Highlighters (different colors) ❖ 5 White Poster Boards ❖ Laptop (take to each class) 	<p>Practicum:</p> <ul style="list-style-type: none"> ❖ 3 Pair Black Pants (no jeans) ❖ Belt ❖ 3 Collared Shirts (with or without the ENMU R Logo) ❖ Close Toed Shoes ❖ ENMU-R Nametag <p>Classroom:</p> <ul style="list-style-type: none"> ❖ Follow Special Services Dress Code for Class
Food Service	<ul style="list-style-type: none"> ❖ 1 & ½ inch 3 ring binder (YELLOW) ❖ One USB (may be shared with other classes) ❖ Notebook Paper ❖ White Poster Board ❖ Spiral Notebook ❖ Pens – Blue or Black ❖ Pencils ❖ Laptop (take to each class) 	<p>Practicum:</p> <ul style="list-style-type: none"> ❖ Black Nonslip Shoes (They must say nonslip) ❖ 3 Collared Shirts (with or without ENMU R Logo) ❖ 3 Pairs Black Pants (no jeans) ❖ Belt ❖ ENMU-R Nametag <p>Classroom:</p> <ul style="list-style-type: none"> ❖ Follow Special Services Dress Code for Class



Office Skills	<ul style="list-style-type: none"> ❖ 1 & ½ inch 3 ring binder (WHITE) ❖ One USB (may be shared with other classes) ❖ Notebook Paper ❖ 5 Dividers ❖ 2 Highlighters (different colors) ❖ White Poster Board ❖ Pens – Blue or Black ❖ Plastic Folder with Pockets/Brads 	<p>Practicum:</p> <ul style="list-style-type: none"> ❖ 3 Collared Shirts (with or without the ENMU R Logo) ❖ 3 Pair Black Pants (no jeans) ❖ Belt ❖ Close Toed Shoes ❖ ENMU-R Nametag <p>Classroom:</p> <ul style="list-style-type: none"> ❖ Follow Special Service Dress Code for Class
Stocking & Merchandising	<ul style="list-style-type: none"> ❖ 1 & ½ inch 3 ring binder (GREEN) ❖ One USB (may be shared with other classes) ❖ 5 Colored Dividers ❖ 2 Highlighters (different colors) ❖ Pens – Blue or Black ❖ Pencils ❖ 3 White Poster Boards ❖ Laptop (take to each class) 	<p>Practicum:</p> <ul style="list-style-type: none"> ❖ 3 Pair Black Pants (no jeans) ❖ 3 Collared Shirts (with or without the ENMU R Logo) ❖ Black Non-slip Shoes (They must say non-slip) ❖ Belt ❖ ENMU-R Nametag <p>Classroom:</p> <ul style="list-style-type: none"> ❖ Follow Special Services Dress Code for Class
Conflict	<ul style="list-style-type: none"> ❖ 3-inch 3 ring binder (BLACK to be shared with other core classes) ❖ One USB (may be shared with other classes) ❖ Spiral Notebook ❖ 5 Dividers ❖ Pens – Blue or Black ❖ Pencils ❖ 2 Highlighters (different colors) ❖ Laptop (take to each class) 	<p>Follow Special Services Dress Code for Class</p>



CORE CLASSES	REQUIRED SUPPLIES FOR CLASSROOM	DRESS CODE FOR THE CLASSROOM
Adaptive Physical Education	<ul style="list-style-type: none"> ❖ 3-inch 3 ring binder (BLACK to be shared with other core classes) ❖ Plastic Folder with Pockets/Brads ❖ Pens – Blue and Black ❖ Pencils ❖ Spiral Notebook ❖ 2 Highlighters (different colors) 	<ul style="list-style-type: none"> ❖ T-shirt or sweatshirt (Must have sleeves. NO tank tops! Must be modest attire) ❖ Shorts, yoga pants, or sweatpants (shorts must be mid – thigh or longer, NO Denim material or sagging pants) ❖ Non – marring tennis shoes (non – marring, shoes must be able to tie properly) ❖ Hand towel ❖ Hair must be pulled back and secure
Community CPR/Standard First Aid	<ul style="list-style-type: none"> ❖ Spiral Notebook ❖ Pens – Blue or Black ❖ Pencils ❖ 2 Highlighters (different colors) 	<ul style="list-style-type: none"> ❖ Follow Special Services Dress Code for Class
Life Skills	<ul style="list-style-type: none"> ❖ 3-inch 3 ring binder (BLACK to be shared with other core classes) ❖ One USB (may be shared with other classes) ❖ Spiral Notebook ❖ 5 Dividers ❖ Pens – Blue or Black ❖ Pencils ❖ 2 Highlighters (different colors) ❖ Residential Cleaning Supplies ❖ Hygiene Items ❖ Laptop (take to each class) 	<ul style="list-style-type: none"> ❖ Follow Special Services Dress Code for Class



<p>Independent Living/Lab</p>	<ul style="list-style-type: none"> ❖ 3-inch 3 ring binder (BLACK to be shared with other core classes) ❖ One USB (may be shared with other classes) ❖ Notebook Paper ❖ Dividers ❖ Spiral Notebook ❖ Pens – Black or Blue ❖ Pencils ❖ 2 Highlighters (different colors) ❖ 5 White Poster Boards ❖ Laptop (take to each class) 	<ul style="list-style-type: none"> ❖ Follow Special Services Dress Code for Class
<p>Job Skills</p>	<ul style="list-style-type: none"> ❖ 3-inch 3 ring binder (BLACK to be shared with other core classes) ❖ 1-inch White with clear plastic sleeve Binder (new for 1st years, 2nd years bring from prior year) ❖ One USB (may be shared with other classes) ❖ Notebook Paper ❖ Dividers ❖ 2 Highlighters (different colors) ❖ 20 Count Clear Sheet Protectors (1st Year Students) 	<ul style="list-style-type: none"> ❖ Follow Special Services Dress Code for Class



DRESS CODE FOR PRACTICUM:

Working at a practicum site, students are representing the ENMU-Roswell campus community. It is important that students are wearing a clean uniform. Students should be clean and well-groomed. Students should wear the uniform for their vocation as described above and as outlined specifically for their work site. This will include the ENMU-R nametag. Students not meeting these requirements will be sent back to their dorm room to correct the situation.

DRESS CODE FOR CLASS AND CAFETERIA:

Students should come to class (and the cafeteria) dressed comfortably and appropriately for an educational environment. Students should not look like they just rolled out of bed, but should be wearing clean clothing that is modest (no short shorts, no spaghetti strap shirts, no tank-tops, no clothing with inappropriate language, no pajamas, etc.), appropriate for the weather, and that helps the student represent themselves with respect. Cleavage and midriffs should not be exposed.



REQUIRED TEXTBOOKS:

Students will purchase all textbooks for Fall, Spring, and Summer semesters during Orientation in August at the ENMU-Roswell Bookstore. Students have the option of purchasing their textbooks through an online bookstore. Exact prices are not available at the time of this publication. Special Services Administration will email you a price listing when it is available.

VOCATIONAL and CORE PROGRAMS

If it does not signify 1st or 2nd year, all students need that book for the core classes

Name of Book	Author	ISBN
CHILD CARE		
The Developing Child, Student Edition		9780021399994
FOOD SERVICE		
SERV Safe Course Book	National Restaurant Assn	9780134764238
OFFICE SKILLS		
Technology for Success Microsoft 365 Office 2021	Cable, Campbell, Ciampa, Clemens, Freund	9780357676929
ADAPTIVE PE		
1ST YEAR STUDENTS		
The Human Body (3 Pack Workbooks)		
2ND YEAR STUDENTS		
Understanding the Human Body		
Health, Wellness, & Physical Fitness		



INDEPENDENT LIVING			
ALL STUDENTS			
Improve Your Social Skills		Wendler	9781517309329
Managing Life Skills, Student Edition		Couch	9780021401055
JOB SKILLS			
ALL STUDENTS			
Your Career: How to Make it Happen		Hardwood, Owens, Kadakia	9781305494831
2ND YEAR STUDENTS			
The 5 Book: Where Will You be Five Years from Today?		Zadra	9781946873552
COMMUNITY FIRST AID AND CPR			
1ST YEAR STUDENTS			
Heartsaver First Aid CPR AED Student HEALTH & SAFETY		American Heart Association	9781616698300
CONFLICT			
1ST YEAR STUDENTS			
The 7 Habits of Highly Effective Teens		Covey	9781476764665
2ND YEAR STUDENTS			
Conflict Resolution for Teens		Cowan,Palomares, Schilling	9781564990747
LIFE SKILLS			
ALL STUDENTS			
Life Skills for Teens		Karen Harris	9781951806408
Mindfulness Workbook for Kids		Hannah Sherman, LCSW	9781647396756
Life Skills 101: Everything you need, but won't learn in school			9781737875109



IMPORTANT PHONE NUMBERS:

Special Services Office	575-624-7286
Director of Special Services	Office 575-624-7289 Cell phone 505-702-4370
Deputy Director of Special Services	Office 575-624-7002
Dorm Facilitator	575-607-5845
ENMU-Roswell Security	575-624-7180
Sierra Vista Village	Office 575-317-7132
Sierra Vista 24-hour #	575-317-1695
Pecos Trails Bus Terminal	575-624-6766
Practicum Supervisor	
Practicum Work Site Supervisor	
Food Pantry	575-624-7251
Learning Resource Center	575-624-7283
Student Lounge	575-624-7065
Canvas	575-624-7224
Help Desk	575-624-7491
Cashier's Office	575-624-7125 575-624-7124
Student Support Services	575-624-7117
Cafeteria	575-624-7306
Financial Aid	575-624-7400

SPECIAL SERVICES ADMINISTRATION

Rebecca L. Cobos rebecca.cobos@enmu.edu	Director of Special Services
Kimberly Childress kimberly.childress@enmu.edu	Deputy Director of Special Services
Brianna Bitner brianna.bitner@enmu.edu	Coordinator, Special Services
Tyler Johnson tyler.johnson@enmu.edu	Dorm Facilitator



SPECIAL SERVICES FACULTY

Christina Bravo christina.bravo@enmu.edu	Office Skills Classroom Independent Living Class and Lab Job Skills
Lisa Cassels lisa.cassels@enmu.edu	Adaptive Physical Education Conflict Management Life Skills
Shelly Lackey michele.lackey@enmu.edu	Food Service Classroom Food Service Practicum
John Bitner john.bitner@enmu.edu	Community CPR Standard First Aid
Diane Leven diane.leven@enmu.edu	Office Skills Practicum Conflict Management II



Please let us know if you have any questions!

HAVE A GREAT YEAR IN COLLEGE AT

ENMU-ROSWELL!!!!!!

COUGAR PRIDE!



STUDENT AND PARENT/GUARDIAN ACKNOWLEDGEMENT

Students and Parents/Guardians should read the entire student handbook prior to reporting to campus.

“I have received the 2023-2024 ENMU-Roswell Special Services Student Handbook. I have read all of the handbook and understand it. I agree to the terms within.”

Print Student Name:

Student Signature:

DATE:

Print Parent/Guardian Name:

Parent/Guardian Signature:

DATE

