

## Sign Language Interpreting and Captioning Services

Sign language interpreting and Communication Access Realtime Translation (CART) services are available for students who are Deaf or Hard of Hearing and when these services are necessary to provide effective communication in the classroom or other College-sponsored activities.

To allow sufficient time to secure qualified service providers, students should request interpreting or CART services at least one month before classes begin.

### Student Responsibilities

Students receiving interpreting or CART services are responsible for:

- Arriving to class on time.
- Notifying the Office of Accessibility and Accommodations in advance if they will miss class, except in emergency situations.
- Informing the Office of Accessibility and Accommodations immediately if an interpreter or CART provider does not arrive as scheduled.
- Reviewing CART transcripts and notifying the Office of Accessibility and Accommodations if transcripts are not received in a timely manner.

Failure to attend class without notifying the Office of Accessibility and Accommodations may result in the suspension of interpreting or CART services after three consecutive absences. Students whose services have been suspended must schedule a meeting with the Office of Accessibility and Accommodations to discuss reinstatement.

### Concerns Regarding Services

Students should first discuss concerns directly with the interpreter or Communication Access Realtime Translation (CART) provider when appropriate. If concerns are not resolved, students should contact the Office of Accessibility and Accommodations for assistance.

Students are responsible for notifying the Office of Accessibility and Accommodations immediately if an interpreter or CART provider does not arrive at the scheduled time.

CART providers are expected to provide class transcripts to students by email within 48 hours of the class session.

Students should contact the Office of Accessibility and Accommodations if transcripts or notes are not received in a timely manner.



## **Requests for Services Outside of Class**

For interpreter or CART requests outside of regularly scheduled class times, students are responsible for contacting the Office of Accessibility and Accommodations to request services.

Students must contact the Office of Accessibility and Accommodations at least 72 business hours prior to the event. Requests for interpreting services made less than 72 hours in advance cannot be guaranteed. This includes any event or activity outside of scheduled class time.