

Transcription Process and Responsibilities

Student Responsibilities

- _____ Verify disability with the DRC
 - Complete DRC Student Application for Services
 - Provide medical documentation from your physician
- _____ Meet with your Access Specialist, who will explain and authorize Transcription Services
- _____ Notify your Access Specialist within one week of registering for classes to request Transcription Services for the upcoming quarter (DRC has the expectation that students will use their Priority Registration within 1-2 days of the opening of registration, to support this purpose)
- _____ Notify your Access Specialist immediately upon making any schedule changes
- _____ Submit written requests for extra-curricular Transcription Services outside of regular classroom hours **at least one week in advance** (email is fine)
- _____ Notify your Access Specialist or Services Coordinator a minimum of 48 hours in advance if scheduled Transcription Services will not be needed (Repeated no-shows may result in suspended services until reasons for not attending are assessed).
- _____ Submit written requests for transcribers for final exams (email is fine)
- _____ Work with transcriber to agree on specialized vocabulary for specific classes
- _____ Notify your Access Specialist as soon as possible if you need assistance in resolving problems with Transcription Services
- _____ Irregular attendance patterns, including late cancelation, no-shows, or tardiness may result in suspension of Interpreting or captioning services.

DRC Responsibilities

- Meet with student prior to registration date to assist with schedule planning, if needed
- Notify student as soon as possible if there are difficulties in scheduling transcribers so that alternate arrangements can be discussed
- Arrange Transcription Services for regularly scheduled classroom requests
- Arrange for alternate accommodations, such as supplemental Note-taking or Assistive Listening Devices, when transcribing services are not available
- Notify instructors in advance that there will be a transcriber present in their classroom and offer suggestions for appropriate use of transcribers
- Arrange for substitutes or tape recorders when transcriber is unable to attend class
- Locate, when possible, transcribers for extra-curricular events outside of regular classroom hours; **at least one week's advance notice is highly preferred**
- Assist in conflict resolution when problems arise with Transcription Services

MORE SPECIFIC INFORMATION CAN BE FOUND ON THE WEB AT

[HTTP://DRC.CALPOLY.EDU/CONTENT/SERVICES/TYPEWELL_TRANSCRIPTION](http://drc.calpoly.edu/content/services/typewell_transcription)

DRC STAFF AND YOUR ACCESS SPECIALIST ARE AVAILABLE TO ANSWER ANY ADDITIONAL QUESTIONS