

Sign Language Interpreting Process and Responsibilities

Student Responsibilities

- ___ Verify disability with the DRC
 - Complete DRC Student Application for Services
 - Provide medical documentation from your physician or audiologist
- ___ Meet with your Access Specialist, who will explain and authorize Sign Language Interpreting Services
- ___ Notify your Access Specialist within one week of registering for classes to request interpreting services for the upcoming quarter
- ___ Notify your Access Specialist immediately upon making any schedule changes
- ___ Submit written requests for extra-curricular Interpreting Services outside of regular classroom hours at least **one week in advance** (email is fine)
- ___ Notify your Access Specialist or the Deaf Services Coordinator a minimum of 48 hours in advance if scheduled Interpreting Services will not be needed (Repeated no-shows may result in suspended services until reasons for not attending are assessed)
- ___ Submit written requests for interpreters for final exams (email is fine)
- ___ Work with interpreter to agree on specialized vocabulary for specific classes
- ___ Notify your Access Specialist as soon as possible if you need assistance in resolving problems with Interpreting Services
- ___ Irregular attendance patterns, including late cancelation, no-shows, or tardiness may result in suspension of Interpreting 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 interpreters so that alternate arrangements can be discussed
- Arrange Interpreting Services for regularly scheduled classroom requests
- Arrange for alternate accommodations, such as supplemental Note-taking, Typewell Transcription or Assistive Listening Devices, when interpreting services are not available
- Notify instructors in advance that there will be an interpreter present in their classroom and offer suggestions for appropriate use of interpreters
- Arrange for substitutes or tape recorders when interpreter is unable to attend class
- Locate, when possible, interpreters for extra-curricular events outside of regular classroom hours; at least one week's advance notice is highly preferred
- Assist with conflict resolution when problems arise

ANSWER ANY ADDITIONAL QUESTIONS MORE SPECIFIC INFORMATION CAN BE FOUND ON THE WEB AT

[HTTP://DRC.CALPOLY.EDU/CONTENT/SERVICES/SIGN LANGUAGE INTERPRETERS](http://drc.calpoly.edu/content/services/sign_language_interpreters)

DRC STAFF AND YOUR ACCESS SPECIALIST ARE AVAILABLE TO