

## ***Assistive Listening Device Process and Responsibilities***

### **Student Responsibilities**

- Verify disability with the DRC
  - Complete Student Application for Services
  - Provide medical documentation from your physician
- Meet with your Access Specialist, who will explain and authorize use of appropriate Assistive Listening Device
- Complete an Equipment Request Form (available from your Access Specialist) each quarter that listening device is used
- Notify and meet with instructors ahead of time to demonstrate proper use of equipment
- Report any problems with equipment or process immediately
- Return equipment to DRC office at end of each quarter

### **DRC Responsibilities**

- Determine eligibility for Assistive Listening Device based on an impairment-related functional limitation
- Explain and assist students in Assistive Listening Device process and responsibilities
- Work with students to resolve any problems with Assistive Listening Device
- Answer any questions and/or concerns of instructors regarding use of Assistive Listening Device
- Regularly evaluate services for provision of Assistive Listening Device

**MORE SPECIFIC INFORMATION CAN BE FOUND ON THE WEB AT**

**[HTTP://WWW.DRC.CALPOLY.EDU/CONTENT/SERVICES/ASSISTIVE LISTENING](http://www.drc.calpoly.edu/content/services/assistive_listening)**

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