

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
- 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

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

WWW.DRC.CALPOLY.EDU/SERVICES/TYPEWELLTRANSCRIPTION.HTML

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