



SOUTHWESTERN COLLEGE
DISABILITY SUPPORT SERVICES

Sign Language Interpreter/ Real Time Captioning Policy and Contract

Name:

format: Last, First, M

SWC ID

Date

1. Requesting an Interpreter or Real Time Captioning

FOR CLASSES:

I must request services in writing from DSS for the class(es) for which I need an interpreter/real time captionist **at least four weeks prior to the beginning of the semester.**

I must be registered in these classes and provide the following information:

- Name of course and course numberFor example: ..**BIOL-120-07**
- Start date and end date**02/01/21 – 05/28/21**
- Days and times that the class meets**MWF 9 A.M. – 10:15 A.M.**
- The room number of the class.....**Room 28-112**

I understand that DSS cannot guarantee that an interpreter/real time captioning will be available or assigned to me if I do not give a minimum of four weeks advance written notice.

FOR NON CLASSROOM APPOINTMENTS:

I must request services in writing from DSS at least 10 working days in advance of my appointment(s). The request must include:

- The event or purpose for request (i.e., tutoring, meeting with instructor)
- The room number and name of the office or department
- The date, and starting and ending time of the appointment

You may use the **American Sign Language / Real Time Captioning (RTC) Request Form** for your request(s)

2. Changes or Cancellations for Classroom Services

If I am more than 15 minutes late for a class, it will count as an absence.

I will notify the Interpreter Coordinator at jnominni@swccd.edu immediately of any changes, additions, or drops I make to my class schedule.

If I will be absent, I must contact the Interpreter Coordinator at jnominni@swccd.edu **at least 24 hours (1 day) in advance** of the class.

If I do not call to cancel an interpreter/real time captionist 24 hours in advance, the DSS Office will send me a written warning.

On my second absence without cancellation, DSS will suspend services until I meet with my DSS Specialist to discuss reinstatement. I will continue in class with a notetaker during that time.

On my third absence without cancellation an ongoing interpreter/real time captioning assignment will be discontinued and I must request interpreter/real time captioning service for each individual assignment that service is needed for.

By signing this Sign Language Interpreter/Real Time Captioning Policy and Contract I affirm that I understand and agree with the rules for responsible use of these services and I will abide by them.

STUDENT SIGNATURE: _____

TERM: _____