



Southwestern College

Disability Support Services (DSS)

Sign Language Interpreter/ Real Time Captioning Policy and Contract

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 captioner **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 number For example: - English 71-01
- Start date and end date - 8/18/08-12/19/08
- Days and times that the class meets - M, W, F 9 a.m. – 9:50 a.m.
- The room number of the class - Room 555

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

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.

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| DSS Contact Information: Voice 619-482-6512 ● VP 619-207-4480-6470 ● E-mail dss@swccd.edu |
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