

Linn-Benton

COMMUNITY COLLEGE

Office of Disability Services • 6500 Pacific Blvd., SW • Albany, OR 97321
Phone: (541) 917-4789 • Fax: (541) 917-4328

So You Need an Interpreter?

- Meet with the Office of Disability Services to document accommodations.
- Complete yellow Student Information Form
- Complete an Accommodation Request Form
- Carefully read and sign the blue Student Responsibility form
- Before you leave the office, please read the green “What If...” sheet and ask any questions that you might have.

After all this information is completed, an interpreter will be arranged for you. The interpreter will meet you, just before the class begins, outside the classroom. If there are any delays in obtaining an interpreter, you will be notified prior to the beginning of the class.

Interpreters are in very high demand in our geographic location. We hire from the same limited pool of interpreters that also serves OSU, Western, and the Salem colleges and universities. It is very important to arrange for services as far in advance as possible. **A minimum of 4-6 weeks prior to the beginning of the class is required to ensure an interpreter will be with you the first day.** Late requests for service may result in delays.

Interpreting is also an expensive accommodation. Interpreters must be paid whether the student is there or not. It is very important for students to understand and follow through with their responsibilities as explained in the blue Student Responsibility form.