

## WHAT SHOULD I DO IF...

- I AM REGISTERING FOR A NEW TERM? **At least 3 weeks ahead**, submit a written request for services. You can pick up and drop off these forms at The Support Lab in HO-114. All requests must be submitted in writing before an interpreter will be arranged...
- I AM ADDING OR DROPPING A CLASS? **Immediately go to the Office of Disability Services HO-105** to let us know if you are dropping or complete a written service request from for your new class(es).
- I NEED AN INTERPRETER IN ADDITION TO MY REGULAR SCHEDULE? Go to the Office of Disability Services and submit a written request for service. Do this as soon as you know about the need.
- I AM SICK IN THE MORNING?
- 1. Contact your Interpreter at least 1 hour prior to the start of your first class so that they do not make an unneeded trip.** Some of our interpreters travel many miles to school.
  2. Contact the Office of Disability Services as soon as you know you are not going to make it, **at least 1 hour before the class.**
- I GET SICK DURING THE DAY?
1. Tell your interpreter that you are ill and are leaving.
  2. Let Disability Services know that you are leaving so that we can cancel the rest of your services for that day.
- I KNOW I'M GOING TO BE SICK TOMORROW OR FOR SEVERAL DAYS?
- It is very important to let both your interpreter and Disability Services know (if possible) **at least 24 hours in advance** if you know that you won't be in class the next day or the next few days.

I HAVE AN APPOINTMENT?

Please try to schedule appointments outside of school time, but if you must be gone, give **at least 24 hours notice** to both your interpreter and the Office of Disability Services.

MY INTERPRETER DOESN'T SHOW UP?

Contact the Office of Disability Services or the Interpreter Coordinator immediately. We'll look into it.

I AM LATE TO CLASS?

Normally the interpreter will wait 15 minutes and then leave and record a no-show. If you can, contact the Office of Disability Services and let them know you are on the way and we will get a message to the interpreter.

I HAVE A PROBLEM WITH MY INTERPRETER?

It is assumed that you will first try to work this out with the interpreter personally. If that has not worked, please schedule a meeting with the Interpreter Coordinator to discuss the issue.

IF I WANT TO WORK WITH PARTICULAR INTERPRETERS?

When you submit your request for service you are certainly welcome to state your preference. It will not always be possible to honor your requests. Interpreter assignments are made as soon as student requests are received. **Hint: Get your schedule in to the Office of Disability Services as far in advance as possible in order to receive your preferences and not experience a delay in service.**