



Interpreting/CART Services Agreement

The Disability Resource Center (DRC) strives to provide quality interpreting/captioning services. Acquiring interpreters and captioners can be difficult and requires advance notice. In order to ensure that everyone's needs are met, we request that you cooperate with the following procedures:

1. Requests for interpreting/captioning services must be made in a timely manner and by using the appropriate forms. Semester-long courses must be requested no less than 2 weeks in advance to secure interpreters/captioners. Request these by logging in to MyDRC and clicking on the MyDRC Student Log-In <https://www2.palomar.edu/pages/drc/mydrc/> . For step-by-step directions how to request accommodations, click on this link: <https://www2.palomar.edu/pages/drc/files/2019/01/How-to-Request-Accommodation-Letters.pdf>
Other campus meetings or events require five (5) business days advanced notice to secure services and are requested by completing the [online Interpreting/CART Request form](#) on the DRC webpage.
2. If I will be absent for a class, a meeting, or will drop a class, I will notify the Interpreter Coordinator's (IC) office in advance at interpretercoord@palomar.edu. The IC must have at least 24 hours' notice to cancel interpreting/captioning services. More notice is appreciated, if possible. **I will not tell my interpreter or captioner to cancel services. It is my responsibility to inform the IC.**
3. If I am absent for a class without notifying the IC, it is considered a no-show. If I have three (3) no-shows for a class, the IC will attempt to contact me and ask if I am continuing in the class. If I do not communicate with the IC, the IC will presume I no longer need the services and may suspend the services until I contact the IC
4. Interpreters/captioners will wait in my class for the first 20 minutes. If I am not in class 20 minutes after the class begins, the interpreters/captioners will leave and may be reassigned to other classes on campus.
5. If my interpreter/captioner or notetaker is absent, is inconsistent or tardy, or if the quality of his/her work is unsatisfactory, I will notify the IC or my DRC counselor.
6. I will submit any requests for preferred interpreters/captioners **in writing or via email** (including the reason for the request) to the IC. DRC staff will do their best to accommodate student preferences.
7. I understand the DRC staff will inform my professors that there will be a Deaf student and interpreters/captioners in their classes. This is done in an effort to better prepare them for how to effectively work with these service providers and to give the professor/DRC adequate time to make any accessibility accommodations prior to the start of the semester. Palomar College also has a well-respected Interpreter Training Program. Final-year interpreting students observe professional interpreters on campus. I will allow interpreting students to observe the professional interpreters during my classes.

Student Name: _____ Student ID # _____

The DRC and IC will use my Palomar College email address to contact me. I request the DRC contact me using a different email address: _____

Cell phone # and provider name for DRC front office staff if you wish to receive appointment reminders:

If I change my contact information, I will immediately inform the IC. The IC may not be able to communicate with me if I use a different email address than what is provided above.

I understand that failure to follow the guidelines above may result in temporary suspension of interpreting/captioning services. I have discussed these policies with the Interpreter Coordinator (IC).

Signature: _____

Date: _____