



## Interpreting/CART Services

Palomar College interpreting services are provided by professionals who facilitate linguistic communication as well as other auditory and signed information between hearing and deaf/hard-of-hearing individuals in an effort to bridge the gap of communication. Interpreters are trained in interpreting as well as transliterating between American Sign Language (ASL) and English. They are also trained in American Deaf Culture for the purpose of bridging the cultural gap between Deaf and hearing individuals. Captioners are trained court reporters who have additional training in captioning “real time”, but are not customarily trained in Deaf Culture or ASL.

### ❖ Interpreting/CART requests

There are two ways to request an interpreter/captioner. Semester-long courses must be requested no less than two (2) weeks in advance. Request these services by logging on to MyDRC on the DRC page on Palomar College website. Other campus meetings or events require five (5) business days’ notice to secure services and are requested by completing the Interpreting/CART Request Form, also on the DRC webpage.

<https://www2.palomar.edu/pages/drc/drc-forms/interpreter-request-form/>. These forms are delivered to the office of the Interpreter Coordinator’s at [Interpretercoord@palomar.edu](mailto:Interpretercoord@palomar.edu)

- **Accommodations Request**

This form must be filled out on-line each semester at least 2 weeks before classes begin. More notice is appreciated. Interpreting/captioning accommodation requests need more time to arrange than other accommodations. It is most convenient to do this when you register. To request interpreting/CART services, log on to “MyDRC Student Log-in” on this link: <https://www2.palomar.edu/pages/drc/mydrc/>. Click here for step-by-step directions: <https://www2.palomar.edu/pages/drc/files/2019/01/How-to-Request-Accommodation-Letters.pdf>

If this form is not completed, the Interpreter Coordinator (IC) will not know you have registered for classes. If you add or drop classes after you complete your first accommodations request, please notify IC of changes. To add or change a class, you must again log on to MYDRC and repeat the steps for your new class. If dropping a class, a form is not required. Please simply email the IC to inform of the drop. Last-minute changes may result in a delay of interpreting services.

- **Interpreter Request form**

This form is to be used for interpreting services that are not a part of student’s regular weekly class schedule. Use this form for teacher meetings, fieldtrips, meeting with counselors, tutoring, etc. Fill out this form **at least 5 business days** before the event. The form can be found on Palomar College DRC website:

<https://www2.palomar.edu/pages/drc/drc-forms/interpreter-request-form/>

## ❖ Absences

In case of an absence, please email the IC at [Interpretercoord@palomar.edu](mailto:Interpretercoord@palomar.edu) **as soon as you know you will be absent.** Please report absences to the IC 24-hours or more in advance.

## ❖ Excessive absences

Palomar College provides interpreting/captioning services to D/HH faculty, staff, and students who are in need of these accommodations. Because we serve a large number of students, we make every effort to be diligent with our resources. If a student has more than three (3) no-shows without contacting the IC office, interpreting/captioning services may be suspended until the IC is able to contact the student. A “no-show” is defined as any time a student does not notify the IC of their absence.

## Notetaking services

It is strongly recommended that all Palomar students using interpreting services request notetaking accommodations. After a DRC counselor approves this accommodation, students must secure a notetaker on the first day of each class. Either on your own, or with the help of your professor, find a student in class who will give you copies of his/her notes. You can use NCR paper (available at no cost in the DRC front office), photocopies, or electronic notes. It is almost impossible to take useful notes while watching the interpreter. Asking for a notetaker is **strongly encouraged** and will help you focus on lectures during class. It is also strongly recommended that you read the notes at least once as soon as you get them to make sure they are clear and that your notetaker is taking appropriate notes.

## ❖ Role of interpreters

- Interpreters do not participate in class unless it is necessary for the DHH student’s visual access. Participation is up to the discretion of the IC, D/HH student, and professor.
- Interpreters should remain in a professional, neutral role. They are present to interpret between two or more individuals using two different modes of communication. They will not interject their personal opinions or participate in the interpreted class or meeting. Interpreters will not answer a student’s question. Instead, if a D/HH student has a question, he/she should raise his/her hand. The interpreter will interpret the question to the proper person.
- Interpreters should not socialize with the students or other individuals in class while they are on assignment. Interpreters should not be on their phones or other electronic devices in class except in case of emergency or to check for scheduling updates from the DRC.
- Interpreters are not to solicit students for work by encouraging or pressuring students to request a certain interpreter for future classes.
- Interpreters will keep all assignment-related information strictly confidential.

Interpreters are to act professionally and follow the NAD-RID Code of Professional Conduct (CPC). The full NAD-RID CPC can be found on the RID's website, [www.rid.org](http://www.rid.org). Please let the IC know if you feel the interpreters in your classes are not acting professionally, according to the RID Code of Professional Conduct.

- \* Students are not to ask interpreters to tell the IC of an absence, test, or class cancelation.
- \* Students are not to ask interpreters to schedule an interpreter for a meeting.
- \* All service requests, absences, and cancelations must be sent to the IC.

### ❖ **Right to reasonable accommodations**

In accordance with the Americans with Disabilities Act of 1990, faculty and staff at the DRC are committed to ensuring access to all facets of the college and to providing accommodations and services to promote student success within college programs. If you feel like your specific needs are not being accommodated, please contact your DRC counselor.

### ❖ **Contact Information**

The IC emails important information to students several times during the semester. Please notify the IC if your email or mailing address changes. **You will miss important information if you change your email address and do not update the IC.** The college (financial aid, student services, etc.) will also email you important information using the email address you have listed as your primary email address on eservices. Please make sure the email address listed on Palomar eservices as your primary is the correct address.

#### **DRC Interpreter Coordinating Office:**

##### **Interpreting requests, cancelations, and absence reports:**

[Interpretercoord@palomar.edu](mailto:Interpretercoord@palomar.edu)

##### **Denise VanderStoel, Interpreter Coordinator**

[dvanderstoel@palomar.edu](mailto:dvanderstoel@palomar.edu)

VP 760-290-4478

##### **Kelly Petersen, Assistant Interpreter Coordinator**

[kpetersen@palomar.edu](mailto:kpetersen@palomar.edu)

VP 760-410-6332

**DRC front office (voice) 760-744-1150 Ext. 2376**