

## Interpreting and CART Services Procedure

### Student Responsibilities

1. Register with Disability Services by following the appropriate procedures.
2. Provide Disability Services with appropriate documentation validating the request for interpreting and/or Communication Access Real-time Translation (CART) services.
3. Register for classes at the earliest possible date.
4. Requests for services should be submitted through the AIM database immediately following your registration for classes in order to ensure this accommodation is provided on the first day of class. Specify the type of service for each class in which services are being requested.

5. Immediately notify Disability Services by sending an email to [InterpreterS@uhcl.edu](mailto:InterpreterS@uhcl.edu) if:

- a. there is a change to the class schedule;
- b. services are not needed for a course;
- c. a class is cancelled for that day; or
- d. you will be absent from or late to class.

NOTE: Notifying the individual interpreter or CART provider does not constitute notifying Disability Services.

6. In the event that the student does not arrive on time, the interpreter or CART provider will remain in the class for thirty (30) minutes before leaving.

NOTE: Disability Services understands that it is the right of any student to miss class. However, Disability Services needs prior notification so interpreting and/or CART services are used effectively.

7. Students can request services for academic assistance outside of the classroom (e.g., meetings with professors or advisors, tutoring services, etc.). Requests for these services should be emailed to [InterpreterS@uhcl.edu](mailto:InterpreterS@uhcl.edu) **at least 2 business days prior** to the actual activity. Failure to notify Disability Services within this timeframe may mean that Disability Services is unable to arrange the services with the time provided, but will not:

- a. Preclude the student from making the request, or
- b. Prevent Disability Services making its best effort to provide the service in the time provided.

8. Discuss any problems or concerns related to the interpreting and/or CART services with Disability services and the interpreter or CART provider for the class.

## **Disability Services Responsibilities**

1. Verify that a student who requests interpreting and/or CART services is registered with Disability Services and eligible to receive this accommodation.
2. Provide the student with a copy of the Interpreting and CART Services Procedure.
3. Recruit and hire qualified interpreters and CART providers for classes and other University-sponsored events.
4. Provide the interpreter and/or CART provider with the student's name and course schedule, parking arrangements, and text material which will be used in the classroom.
5. Assist with problem resolution if the student experiences difficulties with the services.
6. Ensure that the interpreters adhere to the code of ethics set forth by the Registry of Interpreters for the Deaf, Inc. (RID).

## **Agreement**

I hereby certify that I have received, read, and agree to abide by the Interpreting and CART Services Procedure. I understand that this agreement will remain in effect as long as I am a student at UHCL.