Dear Student:

Interpreting Services play a critical role in the success of students who are Deaf or Hard of Hearing (HOH). In addition to providing the communication link for you as the student to interact in classes; interpreters make it possible for all students who are Deaf or HOH to gain access to other school activities and services.

This Deaf/HOH Student Packet offers guidelines, clarifies expectations, and describes student responsibilities.

This document may be updated from time-to-time. Please check the website for the most up-to-date version and contact Student Accessibility Services with any questions.

Sincerely,

Debbie Kosior
Learning Disabilities Specialist
dkosior@txcc.commnet.edu

Michelle Castiola
Educational Assistant
mcastiola@txcc.commnet.edu
All interpreting requests must go through Student Accessibility Services (SAS). Students needing interpreting services are strongly encouraged to register at least three weeks in advance of class to better ensure that an interpreter is located and available. A failure to do so might limit our ability to meet your needs.

- Once registered, students who are deaf/hard of hearing need to submit their semester request through the Accommodate System at: https://tunxis-accommodate.symplicity.com and complete the Interpreter/Note Taking Request form.
- Forms can be found online at www.tunxis.edu by clicking on ‘Student Accessibility Services’ under the ‘Student Services’ tab, or at the Academic Success & Tutoring Center. Requests are processed in the order in which they are received.
- Interpreters are scheduled until the end of the posted class time. If an instructor goes past the designated time, or if a student needs to speak to the instructor after class, the interpreter may stay if her/his schedule allows it. If the interpreter needs to leave, and the instructor continues teaching, the interpreter should inform the student that she/he has to leave and inform SAS of the situation via email.
- If Interpreting Services will be needed for any other college activities (e.g., tutoring, advising, events on campus including plays, lectures and ceremonies), email SAS two weeks in advance or as soon as the need for an interpreter is discovered.
- Absences/Cancellations - Notify SAS at tx-ds@txcc.commnet.edu if possible at least 24 hours prior.
- If you have not appeared at the beginning of class or an appointment and have not indicated that you will be arriving late, the interpreter is required to wait 30 minutes outside of the classroom. They will leave after 30 minutes.

We ask that all students who receive interpreting services provide updated contact information to a SAS Specialist to help with communication; including preferred method of contact (i.e. Relay, email). If there are changes to your information, please notify SAS as soon as possible. This information is critical to receive messages, possible schedule changes, and any non-emergency phone message.

Interpreters will adhere to the Registry of Interpreters for the Deaf (RID) Code of Professional Conduct. (https://rid.org/ethics/code-of-professional-conduct/)
Academic Success & Tutoring Center
Student Accessibility Services
Interpreter/Note Taking Request Form

Name: _______________________________________

Student ID @_________________________

Phone Number: ______________________ Email Address: ___________________________

Interpreter/Note Taking requests should be submitted 3 weeks in advance of the date requested.

Interpreting services requested:_____ASL_______ESL_______PSE_____Oral Lip Reading

Today’s Date: ___________

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Staff Use Only:
CoSign Contacted ___ Interpreter Assigned___ Note Taker Assigned_____ Confirmation with Student ___ Instructor Notified_____


Academic Success & Tutoring Center

Student Accessibility Services

Interpreter/Note Taking Services Student Contract

By signing below, you indicate that you have read the Deaf and Hard of Hearing Student Guidelines and agree to the following:

If you plan to miss a class or an appointment you MUST notify Student Accessibility Services by calling 860.773.1530 or by emailing tx-ds@txcc.commnet.edu.

Initial

.Initial I understand that I need to notify Student Accessibility Services that I will miss class or an appointment at least 24 hours in advance.

.I understand that if I do not appear at the beginning of class and have not indicated that I will be arriving late, the interpreter and note taker will wait 30 minutes outside of the classroom before leaving.

.I understand that notification less than 24 hours before class or an appointment is considered late notice.

.I understand that if a note taker is assigned, they are NOT responsible for providing any tutoring services or guidance of class work/homework assignments.

.I understand that if the note taker has any notes, they will be made available in the Academic Success & Tutoring Center within 24 hours after each class.

Student Signature

Date