

## Interpreting/Captioning Services Agreement

1. Submit interpreting/captioning request for classes through the online form at [www.ivc.edu/dsps/ics](http://www.ivc.edu/dsps/ics) immediately upon enrolling.
2. Submit your syllabus to [ivcdhhservices@ivc.edu](mailto:ivcdhhservices@ivc.edu) within the first week of class.
3. If you are unable to attend for any reason, notify the DSPS office through the online form at least 48 hours before class starts.
4. Submit interpreting/captioning request through the online form at least 48 hours in advance (i.e. field trips, tutoring, department appointments, etc.)
5. If you are late to class, your interpreter/captioner is required to wait a maximum of 15 minutes.
6. Interpreting/captioning services may be suspended if you:
  - a. Have 3 unexcused absences
  - b. Have frequent excused absences
  - c. Are continually late; 15 minutes or more
    - i. *Please note: If your interpreting or captioning services are suspended, you will have an opportunity for an appeal.*
7. Informing your class interpreter/captioner that you will not be attending a class is not sufficient. You must inform the DSPS office through the online form.
8. Immediately notify the DSPS office if any changes are made to your class schedule either through the online form or [ivcdhhservices@ivc.edu](mailto:ivcdhhservices@ivc.edu) . If any changes are made to your schedule after the first week of classes, please understand that you may have a lapse in interpreting/captioning services.
9. Notify the DSPS office at [ivcdhhservices@ivc.edu](mailto:ivcdhhservices@ivc.edu) or text 949-829-3440 if your interpreter/captioner does not show up to class or if you have any concerns.
10. If your class will be cancelled, notify the DSPS office through the online form.
11. The interpreter will not take notes for you. If you require notetaking services, you must request this service online [www.ivc.edu/dsps/notetaking](http://www.ivc.edu/dsps/notetaking)
12. The interpreter is not a tutor. If you need further explanation, please ask the instructor or go to the DSPS office to obtain a form to receive tutoring services.
13. Refrain from side conversations during class with any support services providers.
14. The captioner will email your notes to your college email address 24-48 hours after class.

If you have any questions or concerns regarding interpreting/captioning services, please contact the DSPS office:

**Email:** [ivcdhhservices@ivc.edu](mailto:ivcdhhservices@ivc.edu) **Voice:** 949-451-5630 **Video Phone:** 949-333-0595 **Text:** 949-829-3440.

**I acknowledge having read the above information and agree to abide by the policies stated herein.**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_