



Disability Support Programs and Services (DSP&S)

Interpreting Services Agreement

I understand that if I am provided with interpreting services at Cosumnes River College, I will accept the following responsibilities:

1. **Requesting services:** I will schedule an appointment with a DSP&S counselor to review my service needs in advance of the semester I am enrolled in classes. All requests will be reviewed and approved by the DSP&S Coordinator.
2. **Any change to my scheduled services during the semester:** If I need to change my current set up for receiving interpreting services because the instructor has announced they will not hold a future class session, or I need to change my scheduled exam time at DSPS, then **I will provide 48 hour notice--** at minimum to DSP&S during office hours or else the request will not be granted.
3. **Outside of class events:** If I need interpreting services outside of class (on-campus) such as a conference with a teacher or a tutor lab session, I will give Yolanda or Suzette 48 hours advanced notice or else the request will not be granted. If I call and get the answering machine I will leave a message and keep calling back until I find out if I will have an interpreter.
4. **Field Trips:** If I need an interpreter for a field trip or other required activity off-campus, I will see Yolanda as soon as I know (2 weeks before the event is preferred). If I call and get the answering machine I will leave a message and keep calling back until I find out if an interpreter will be available.
5. **Absence:** I will contact the DSP&S office immediately and let Suzette (Front Desk Clerk) or Yolanda (DSP&S Coordinator) know I will not attend class. It is preferable that I call 48 hours before the class meets. If I do not call, I will be considered a "no-show." I understand that if I am a "no-show" for 2 class meetings, and I have not contacted DSP&S, then *interpreter services for that class may be suspended* (stopped temporarily). If I want interpreting services for that class to start again, I must talk to the DSP&S Coordinator.
6. **Dropping a class:** I will inform Suzette or Yolanda immediately if I plan to drop a class.
7. **Behavior:** I will **not** try to have a conversation with the interpreter while he/she is interpreting in class. I will not behave in a rude or threatening manner toward the interpreter.
8. **Complaints:** If I have any complaints (i.e. I don't understand the interpreter, the interpreter is always late) about the interpreter, I will first discuss it with the interpreter. If there is still a problem, I will discuss it with the DSP&S Coordinator.

I have read, discussed, and understand the above guidelines for use of Interpreting Services at CRC. I agree to follow these rules to the best of my ability.

Student Name (print) _____ Student ID# _____

Student Signature _____ Date _____

Yolanda Garcia-Gomez, DSPS Coordinator 916-691-7273 or garciay@crc.losrios.edu

Suzette Bryant, DSPS Front Desk Clerk, 916-691-7275 or bryants@crc.losrios.edu