



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,

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## Academic Success & Tutoring Center Student Accessibility Services Interpreting Services Guidelines

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 request services through the Accommodate portal: <https://tunxis-accommodate.symphlicity.com> (for returning students) or [https://tunxis-accommodate.symphlicity.com/public\\_accommodation](https://tunxis-accommodate.symphlicity.com/public_accommodation) (for new students) and complete the Interpreter/Note Taking Request form. 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](mailto: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**.
- If a student is a no show **3 times** for a class or an appointment and fails to notify SAS in advance, interpreter services may be suspended.

We ask that all students who receive interpreting service 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. ( [http://www.rid.org/UserFiles/File/NAD\\_RID\\_ETHICS.pdf](http://www.rid.org/UserFiles/File/NAD_RID_ETHICS.pdf) )





## 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](mailto:tx-ds@txcc.commnet.edu).**

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 I am a no show for class or for an appointment **3 times** during a semester, my interpreter and note taking services may be suspended.

\_\_\_\_\_ 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