

INTERPRETING/SPEECH-TO-TEXT SERVICES

Instructions

STUDENT RESPONSIBILITIES

BEFORE the semester starts:

- See your DSPS Counselor **early** (at **each college**) to request your services for each new class. (*ECC college students go to City DSPS*)
- Report **any schedule changes (e.g., drop, add, or withdraw classes)** to your counselor **immediately**.

AFTER the semester starts:

- Report **any schedule changes (e.g., drop, add, or withdraw classes)** to your counselor **immediately**.

If you are ABSENT:

- **CANCEL** your services (interpreters or captioners) **24 hours before the start time of your event**, please email the Interpreting Services Office at iso@sdccd.edu, or call 24 hours answering machine at 619-550-3389 (videophone or voice). Contacting your interpreters, captioners, or counselors is not a proper procedure.

If you are ABSENT and DO NOT NOTIFY THE ISO at least 24 hours before the class start time, your services may be suspended!

If your Interpreter/Captioner is late or absent:

- Use NCR paper and get a “volunteer notetaker”, and/or use an audio recorder.
- **TELL** the Interpreting Services Office **ASAP** by email (iso@sdccd.edu), or call 619-550-3389 (videophone or voice). *The Interpreting Services Office needs to know!*

If meeting with teacher or classmates, tutoring, etc.:

- Contact your counselor **at least 5 working days before the event**.

If FIELD TRIP:

- **At least 2 weeks before the event**, fill out a **FIELD TRIP SERVICES REQUEST FORM**.
- Return the completed form to the DSPS Office.

If PUBLIC EVENT:

- Contact the sponsoring department. This information may be found on the flyer.