

ALVIN COMMUNITY COLLEGE

Student Accessibility Services

Sign Language Interpreting & Captioning Services

Student Service Agreement

1. The student is required to complete a request for Sign Language Interpreter/Captionist every semester.
2. The student should request services for class(es) a minimum of **4 weeks prior** to the start of the semester. Requests made with less than four weeks' notice may not be filled by the start of the semester. Student must notify SAS immediately of any changes to his/her class schedule.
3. If services are needed for anything other than regularly scheduled class times, the student must fill out a request form at least 72 hours prior to the time the service is being requested. This would include such events as lab time, student/instructor conference, special events, tutoring sessions, club meetings, field trips, etc.
4. If you are absent from a class for three consecutive class meetings or have three absences in a three-week period without notifying Student Accessibility Services, your interpreting/captioning services will be suspended until you (the student) schedule an appointment to meet with the Student Accessibility Services Coordinator. If you exhibit a pattern of absences or tardiness without appropriately notifying Student Accessibility Services, your services may be suspended.
5. In the event **you are late**, the Interpreter/Captionist will wait for a period of time determined by Student Accessibility Services (typically 15 minutes). If you have not shown up by the end of that wait period, the Interpreter/Captionist will report to Student Accessibility Services.
 - Stop by the SAS Office and notify Staff (M-F 8am to 5pm).
 - If after hours, call 281-756-3533 (leave message), or e-mail Lilly Guu at LGuu@alvincollege.edu
6. **If you must be absent:**
 - Call AS SOON AS POSSIBLE to 281-756-5701 or 281-756-3533
 - i. Leave detailed message (Student name, class(es) missed and date(s) of absence)
 - E-mail Ashley Cannon at acannon@alvincollege.edu or Lilly Guu at LGuu@alvincollege.edu
7. If the Interpreter/Captionist does not show up for a class, or is not fulfilling his/her role in the classroom, it is **your (the student's) responsibility** to notify Student Accessibility Services.

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Student Service Request Form

I am requesting the following services (check one):

Sign Language Interpreter

CART (Captionist)

Semester Course Request		Semester and Year:	
	Course Number & Section		Course Number & Section
1		4	
2		5	
3		6	

Academic –Related Activity / Campus Event			
Date of Event:		Event Type:	
Start Time:		Location:	
End Time:		Total Time Requested:	
Event Description:			
Special Instructions:			

I understand that failure to comply with this service agreement may result in the suspension of Sign Interpreting/Captioning services. I have received a written copy of this service agreement. I understand and agree to comply with this service agreement.

Student Print Name

ACC ID Number

Student Signature

Date

SAS Staff Signature

Date