

ANTELOPE VALLEY COLLEGE
Office for Students With Disabilities
STUDENT CONTRACT FOR INTERPRETING SERVICES

It is the responsibility of the Deaf/Hard of Hearing student to notify Office for Students With Disabilities IMMEDIATELY regarding any schedule change. It is also up to the student to contact OSD **24 HOURS IN ADVANCE** when:

- **he/she plans to miss a class**
- **he/she is going to drop a class**
- **he/she is informed that class is cancelled**
- **the room number, day or time of a class has changed**

**** You may leave a TDD, voice mail, or e-mail message at any time ****

TDD: (661) 722-6362

Voice: (661) 722-6360

E-mail: kreynolds@avc.edu

If the student misses two class meetings of the same course without notifying OSD, interpreting services will be discontinued until he/she has met with Louis Lucero, the OSD Director.

- For classes that meet 90 minutes or less, the interpreter will wait 15 MINUTES from the scheduled start time for the student to arrive; for classes that meet for more than 90 minutes, the interpreter will wait 30 MINUTES. If the student does not arrive within the stated time, the interpreter will report to the OSD office and the student's absence will be recorded.
- If the interpreter does not arrive on time, the student is to wait 15 minutes, then contact OSD to find out if a substitute interpreter is available.
- Interpreters are responsible to provide access to in-class communication and discussion. They are not subject tutors, classroom aides, notetakers, etc. Any questions related to course content and materials should be directed to the instructor.
- Students are encouraged to meet with the OSD Director as soon as possible if they experience any problems with course work or interpreting services.
- If additional college-related interpreting services are needed, they must be requested **at least three (3) business days** in advance.

Thank you for your cooperation. We look forward to working with you
while you are attending Antelope Valley College.

I agree to comply with the above procedures.

Student Signature

Date

Term