

Interpretive Services Guidelines
Office of Disability Services (ODS)

A. When requesting Interpretive Services for routine semester enrollment, the following needs to be done:

- Student must provide ODS personnel with their semester schedule at least one (1) month prior to the beginning of each semester;
- Students take responsibility for immediately notifying the ODS personnel of any changes in their schedule at any time during the semester.

B. For subsequent interpretive services needs, such as meetings with student's disability specialist, admissions personnel, instructors, tutors etc.:

- students must contact ODS personnel by email, letter or telephone (speak directly with ODS personnel – no messages, please) **at least** seven (7) working days in advance, and must provide the time, date, duration and location of the meeting.

C. Other pertinent information:

- Students, unable to make it to a class or meeting where interpretive services have been scheduled, must notify AURORA (within 24 hours) that they will not be available for such class/meeting.
- After three (3) failures to notify AURORA of cancellation for class/meeting, there will be an interruption of services until the student meets with their respective Disability Specialist to discuss future services.
- If the interpreter does not show at the agreed upon location and time, student must notify ODS immediately.
- ODS personnel will determine appropriateness of services for any given meeting.
- If a request is submitted after the relevant deadline, every effort will be made to accommodate the request, but there is no guarantee that the request can be met. Untimely requests may result in delay, substitution, or denial of accommodations.

I have read and understand the above guidelines.

Signature: _____

Witness: _____

Date: _____
ODS:10/30/03