

# **BLACKHAWK TECHNICAL COLLEGE**

## **Student Guidelines for Interpreting Services**

1. Instructors are informed that they will have a student who will be using an interpreter in their class. They are informed that you may need a notetaker. If they forget, you may want to remind them to announce the need for a notetaker to the class.
2. If you are going to be absent, be sure to call 743-4422 or deaf/hh call relay: 711 so the interpreter is informed of your absence. Also call or email your instructor to let them know you will not be in class. The interpreter will NOT attend your class when you are absent. It is your responsibility to get your missed homework assignments from your instructor.
3. If you are late, the interpreter will wait 10 minutes for a 50-minute class. When you have a class that is longer than one hour, the interpreter will wait 15 minutes. If you arrive later than these time limits, you may go to Disability Services, room 2214, and ask for the interpreter.
4. If you do not understand your interpreter, please inform them. Tell them what sign system works best for you.

*I have read the above document and agree to follow the guidelines that explain my responsibilities as a student receiving interpreting services at Blackhawk Technical College.*

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Name

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Date