

GUIDELINES FOR STUDENTS USING INTERPRETERS

The RCPD provides sign language interpreters for deaf students on campus. To ensure quality services, RCPD asks that you follow these guidelines. With your cooperation we will be able to maintain high standards of interpreting services.

1. You **MUST** submit an official copy of your class schedule to the Deaf/Hard of Hearing Specialist at 120 Bessey Hall by the following dates:

Fall Semester	May 1
Spring Semester	December 1
Summer Semester(s)	April 1

This should include the name and number of the classes, section number, days, times (beginning and ending times) and location. If you know your Professor's name please include that. **It is very important that you notify RCPD of any changes to your schedule.**

2. To provide each student with the most qualified and certified interpreters, please note that you may be asked to adjust your class schedule to fit with interpreter availability.
3. Please submit a copy of your exam schedule as soon as it is available to you. Please notify RCPD of your interpreter needs for the exam.
4. If you are going to be late for class for any reason, you **MUST** notify RCPD by emailing the Deaf/Hard of Hearing Specialist or by calling the office at 353-9642 - push 0 to speak with the receptionist. If you did not notify us, and you arrive after the interpreter has left, you will be considered a no-show. *Interpreters will wait 20 minutes and if you do not show up, they will leave.*
5. If you are not attending class, you **MUST** notify RCPD or you will be considered a no-show.
6. If you are a no-show for a total of three class periods in a semester, all of your interpreters will be cancelled. To reinstate your interpreters you will need to make an appointment with the Deaf/Hard of Hearing Specialist.
7. If your interpreter does not show up for class, wait ten minutes then contact RCPD to notify us.



Resource
Center for
Persons with
Disabilities
*Maximizing
Ability &
Opportunity*

120 Bessey Hall
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East Lansing, Michigan
48824-1033
www.rcpd.msu.edu

(517) 353-9642
TTY: (517) 355-1293
FAX: (517) 432-3191

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8. If you need an interpreter for a class related event such as a meeting with a professor or a required out of class meeting, make the request at least 7 days in advance if possible. If requests are made less than 7 days in advance, RCPD will do their best to honor these requests whenever possible.
9. If you need an interpreter for anything that is not related to your classes, RCPD will attempt to identify available interpreters and appropriate funding for that service.

If you have any questions or concerns regarding these policies or with specific interpreters, please contact the Deaf/Hard of Hearing Specialist.

I have read and understand these guidelines and agree to follow them.

Student Signature: _____ Date: _____



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