

GUIDELINES FOR STUDENTS USING REALTIME CAPTIONING

The RCPD provides realtime captioning for deaf and hard of hearing 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 realtime captioning 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) 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.**



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

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East Lansing, Michigan
48824-1033
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(517) 353-9642
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2. To provide each student with the Realtime Captioning services they require, please note that you may be asked to adjust your class schedule to fit with captioner availability.
3. Please submit a copy of your exam schedule as soon as it is available to you. Please notify RCPD of your captioning 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 Realtime Captioner has left, you will be considered a no-show. *Captioners 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 Realtime Captioning will be cancelled. To reinstate your captioning, you will need to make an appointment with the Deaf/Hard of Hearing Specialist.

7. If your Realtime Captioner does not show up for class, wait ten minutes then contact RCPD to notify us.
8. If you need captioning services 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 captioning services for anything that is not related to your classes, RCPD will attempt to identify available Realtime Captioners and appropriate funding for that service.
10. Please note the function of realtime captioning is to provide immediate translation of the spoken word. It is highly recommended the student take his/her own notes or find a notetaker. Disks of lectures are not available.
11. The Realtime Captioner does not write text that is being read verbatim from a printed handout, class text, board, Power Point, or overhead. The Captioner will indicate with parenthetical citation what is occurring so the student can follow the verbatim text via the class materials.
12. Lectures will not be realtimed when the student is not present.
13. If RCPD does not receive proper notification of elevator outages, then Captioners will not be able to provide Realtime as they cannot carry their equipment up flights of stairs. If RCPD receives advanced notification of any elevator problems, other arrangements could be made.
14. Captioning equipment is dependent upon electricity. In the event of an electrical power outage, realtime will be provided for as long as the equipment batteries continue to function.

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: _____

Rvsd. 08/07