

## Student Course Accommodation Request Form: Interpreting & Transcribing

<b>Date:</b>	<b>W#:</b>	<b>OFFICE USE ONLY</b>	
<b>Name:</b>	<b>Text #:</b>	<b>Received:</b>	
<b>Semester:</b>	<b>Email:</b>	<b>Approved:</b>	

Please complete the form below and indicate whether you prefer an interpreter or a transcriber for each course. (Incomplete forms may delay accommodations.) Disability Services will do its best to arrange the type of service provider requested, and you will be notified when your accommodation request has been approved. Your accommodation letters and note taking packet (if applicable) can be picked up at DSC's front desk the first week of school, or earlier if requested.

Course Name & Course Number	Days	Start Time	End Time	Online or Location	Instructor Name & Email	Date Range	Interpreting or Transcribing	Requesting Note Taking?
<i>Ex: Human Development CHF 1500</i>	<i>Tue, Thur</i>	<i>9:00am</i>	<i>10:15am</i>	<i>Ed 207</i>	<i>Dr. Theodor Seuss tseuss@weber.edu</i>	<i>1st Block: May5-June20</i>	<i>Interpreting</i>	<i>Yes</i>

**Additional Notes/Comments:**

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**Note to Students:** All course accommodation requests must be turned in **at least 2 weeks before the semester begins**, and may require more time to process during University holidays/closures. Requests not made in this time frame, what is considered a timely manner, cannot be guaranteed. Because interpreters and transcribers are a limited resource, requests will be handled on a first-come, first-serve basis. If needed, Disability Services (DS) reserves the right to request that you take a different section of your desired course in order to best provide services to all. DS will do its best to make sure its students receive the requested and most reasonable accommodations possible. If there are any changes to your schedule, please fill out a new form and return it as soon as possible as these new requests are subject to the same rules and deadlines as original requests and may take an additional 2 weeks to arrange. DS always does everything possible in order to provide appropriate and timely accommodations. However, failure to follow these procedures and deadlines may result in the delay and/or unavailability of interpreters/transcribers and the accommodation cannot be guaranteed for the beginning of the semester. After receiving this completed form, DS will contact your instructors via email to inform them interpreters/transcribers will be attending their course, or to see if their online course contains audio content. However, you are still responsible for meeting with your instructor, providing a copy of your accommodation letter, and discussing/arranging any needed accommodations for the course. Please refer to the student handbook for additional policies and procedures.