

DISABILITY SERVICES: INTERPRETER/CART SERVICES AGREEMENT

The Interpreter Services Office (ISO) of Northern Virginia Community College agrees to provide professional, qualified Interpreters/CLTs and/or CART (Communication Access Real-time Transcription) in accordance with the Americans with Disabilities Act (ADA), for classes and other school-sponsored and class-sponsored activities.

The ISO will notify the IT manager on your campus, so that they are prepared to provide support if needed (for CART).

The ISO will notify your instructor(s) and will provide guidelines for working with Interpreters/CLTs/CART.

By signing this agreement you agree to adhere to the following:

1. Submit all requests *on time*. Requests for Interpreters/CLTs/CART should be submitted **4 weeks prior** to the start of class. We will accept requests later, but cannot guarantee Interpreters/CLTs/CART on the first day.
2. To request Interpreters/CLTs or CART you **must** do the following:
 - Register for classes in SIS
 - Request your MOA online at <https://cascade.accessiblelearning.com/NVCC> or jehrlich@nvcc.edu
 - Request Interpreters/CLTs/CART at interpreters@nvcc.edu
3. At the beginning of the semester, check your syllabus carefully. Let us know **AT LEAST 48 HOURS in ADVANCE**, when you have a quiz, test, or some other kind of activity and will be cancelling your Interpreters/CLT/CART. Send your notice to interpreters@nvcc.edu
4. **Let us know 48 hours in advance**, when possible, if you are going to be late or absent or your class is cancelled. Include the class information AND the names of your interpreters. Include the day, date and time of class. Do NOT use words like “today”, “tomorrow”, “next week”, etc. Send your notice to interpreters@nvcc.edu
5. Check *student* email every day. This is the only email the ISO will use to communicate with you. (You may provide a phone number to the ISO Coordinator, in order to receive text messages in the case of an emergency).
6. On the first day of class, provide your instructor with a copy of your Memorandum of Accommodations (MOA)
7. Arrive 15 minutes before the start of each class in order to log into the CART session, and to trouble shoot any problems, if necessary.
8. If you experience technical difficulty with CART, let our office know right away by text or email, so we can let the agency know.

Missing classes without notifying the ISO results in a financial burden to the college. Failure to notify the ISO about absences more than three times in one semester, without reasonable cause, could result in termination of services for that semester.

I have read and agree to the terms above.

Student (Print)

Student Signature

ID#

Interpreter Services Office

Date