

Mesa Community College

Handbook



for the



Deaf & Hard of Hearing

Students

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Phone & Email List

DRS Website	www.mesacc.edu/students/disability
DRS Front Office	(480) 461-7447 Voice
Supervisor of Interpreting Services	(480) 461-7327 Voice
Coordinator of Interpreting Services	(866) 939-0450 Voice/VP
Campus Security	(480) 461-7046 Voice
Campus Emergency	(480) 461-7777 Voice

DRS Staff

Wink Harner, Office Manager	winkharner@mesacc.edu
Adam Russell, Supervisor of Interpreting Services	adamkrussell@mesacc.edu
Marisa Park, Coordinator of Interpreter Services	marisae@mesacc.edu
Mora Shahan, Administrative Secretary	mshahan@mesacc.edu

Vocational Rehabilitation Services Offices

Who is eligible for VR Services? (Source: AZDES RSA)

Eligibility requirements for the VR Program are:

- Having a documented disability
- Having a disability which presents a barrier to employment
- Having the potential and desire to work
- Needing services in order to work

How can an individual apply for VR services? (Source: AZDES RSA)

Please contact your nearest VR office or RSA Internet Page (www.azdes.gov/rsa).

For more information, please refer to AZDES RSA's website.

Requesting Services

After enrolling into MCC, the next step is to register with DRS to receive services such as sign language interpreters and notetakers. You will need to submit a copy of your diagnosis of a disability from a licensed psychologist, psychiatrist, audiologist, and/or medical doctor. Any documentation provided is confidential and used for the sole purpose of determining which accommodations are appropriate for your success in the classroom. Additional forms are necessary: Student Intake Form and Registration for Services Form. We also require Instruction Notification Form, which will be filled out by your advisor, brought to your instructor for their signature, and brought back to the DRS office.

Services such as interpreters, CPRINT, remote CART/CART, and notetaking are provided for classes, educational activities, and college-sponsored events. The Interpreter Coordinator handles all service requests for the Deaf and Hard of Hearing students registered through DRS. Be sure to indicate what type of service you are requesting, services are provided for students who have made an official request. Please visit the DRS office to fill out the appropriate forms and/or complete the forms online.

The DRS office requires that a reasonable amount of time be given to arrange services for the semester. **Please plan ahead.** For the best results, make an appointment to meet with your advisor. Registration begins several months prior to each semester at MCC and it will be in your best interest to register early to get preferred interpreter services. If a student is dissatisfied with an interpreter, Interpreter Complaint Form is **only** available at the DRS office to submit to the Interpreter Coordinator. Please ask the DRS Administrative Secretary for the form.

We will do our best to honor request of a specific interpreter/captionist.

Forms

Online forms are available as well as hard copies in the DRS office. These forms will help you get timely services as well as keep the DRS department aware of your requested services. Requests will be processed once the official form has been completed and submitted. To view our online forms, please visit: www.mesacc.edu/students/disability/formsS.html.

Submitting your forms can be done by:

- Going to the DRS and filling out the appropriate form
- Visiting the website and downloading printable forms to drop off or fax to the DRS office
- Visiting the website and filling out the appropriate forms online (**recommended**)

Requesting a Note-Taker

Note takers are provided from outside of class by DRS for developmental courses, if registered for those classes, such as ENG081 or RDG081. For most other classes, a student from your class is asked to take notes and will be compensated by DRS. A form is available in order to make it easier for you and the instructor to ask a student from your class to share notes with you. These forms are available in the DRS office. You will need to have approval from your DRS advisor for note taking assistance. Arrangements can be made with a nearby department copy machine for your note-takers to make photocopies after class each day.

Give the Note-Taking Request Form to your instructor. If there are problems or if a student does not come forward to take notes, it is important to inform DRS. They will do what they can to help you find a classroom volunteer.

Interpreter/CART Services Policy

Cancellation of Services

If you plan to miss a class: You must notify the Interpreter Coordinator.

Important to Note:

- Notify the Interpreter Coordinator that you will miss class at least **48 hours in advance.**
- Notification between 48 hours and 1 hour before the class is considered a **LATE NOTICE.**
- Missing class without prior notification is considered a **NO SHOW.**
- **Three (3) LATE NOTICES** is considered one **(1) NO SHOW.**
- **Three (3) NO SHOWS and your services are subject to suspension.** A letter of warning will automatically be sent and you must make an appointment with the Interpreter Coordinator. Interpreting services will resume upon a valid explanation provided during the appointment. Examples of valid explanations for absences can be found in the MCC Student Handbook.
- Interpreters and captionists will wait 5 minutes per half-hour of class time with a minimum of 15 minutes and a maximum of 45 minutes.
- Interpreter Coordinator has the right to suspend/cancel services if no communication occurs.

Deaf and Hard of Hearing

Students' Responsibilities

- Submit class schedules via online forms prior to the start of class to allow processing time. CART service request needs at least 2 weeks in advance
- Provide copy of their class syllabus in the first two weeks of class to the Interpreter Coordinator
- Inform the Interpreter Coordinator of their scheduled exams including final exams
- Inform the Interpreter Coordinator when class schedule changes (i.e. – room change, meeting locations, class cancellation, etc.) by going to the [Schedule Change Form](http://www.mesacc.edu/students/disability/forms/MCC/schedule_change.html) (www.mesacc.edu/students/disability/forms/MCC/schedule_change.html)
- If planning to miss a class or cannot attend class, [Schedule Change Form](http://www.mesacc.edu/students/disability/forms/MCC/schedule_change.html) (www.mesacc.edu/students/disability/forms/MCC/schedule_change.html) must be completed. Be sure to review the Interpreter/CART Services policy
- Submit requests other than their class schedule via online forms prior to the date of service to allow processing time
- Last minute requests may not be guaranteed services
- Students must follow the [DRS Students' Responsibility](http://www.mesacc.edu/students/disability/student_responsibilities.html) (www.mesacc.edu/students/disability/student_responsibilities.html)
- Students must sign Student Contract found in the Deaf and Hard of Hearing Handbook, found on page 9, and return to DRS office

Tips for Deaf Students on Working with an Interpreter

1. Communicate with your interpreters about your language preferences. They are able to modify their interpreting style to fit your needs (ASL, PSE, English, mouthing, etc.)
2. Provide your interpreters with materials you will use in your presentation or class discussion. This will allow your interpreters to accurately and effectively voice for you.
3. Give feedback to your interpreters throughout the semester. Doing so allows the service to be modified to your needs.
4. Share preferred signs with your interpreters. This helps them better serve you.
5. If you do not understand the information, ask the speaker for clarification, rather than the interpreter.
6. Refrain from chatting with the interpreter during class time.

Tips for Students on Working with a Captionist

1. Provide a copy of your syllabus and any list of vocabulary for your classes to the Interpreter Coordinator.
2. Be aware that captionists are not required to begin captioning until you arrive at the class or event. Therefore, any notes you may receive from the captionist will not cover the time you missed.
3. Give the captionist your email address so they can send you a copy of the class transcript.

Student Contract

By signing below, you indicate that you have read the Deaf and Hard of Hearing Student Handbook and specifically agree to the following:

If you plan to miss a class:

You must notify the Interpreter Coordinator:

(866) 939-0450 Voice/VP – Marisa’s Office

marisae@mesacc.edu

(480) 461-7327 Voice – Adam’s Office

(480) 442-2326 Adam’s Text

adamkrussell@mesacc.edu

Important to Note:

- Notify the Interpreter Coordinator that you will miss class at least **48 hours in advance**.
- Notification between 48 hours and 1 hour before the class is considered a **LATE NOTICE**.
- Missing class without prior notification is considered a **NO SHOW**.
- **Three (3) LATE NOTICES** is considered one **(1) NO SHOW**.
- **Three (3) NO SHOWS and your services are subject to suspension**. A letter of warning will automatically be sent and you will need to make an appointment with the Interpreter Coordinator. Interpreting services will resume when a valid explanation is provided during the appointment. Examples of valid explanations for absences can be found in the MCC student handbook.
- Interpreters and captionists will wait 5 minutes per half-hour of class time with a minimum of 15 minutes and a maximum of 45 minutes.
- Interpreter Coordinator has the right to suspend/cancel services if no communication occurs.

PLEASE SIGN ON NEXT PAGE. THIS IS YOUR COPY.

Student Contract

By signing below, you indicate that you have read the Deaf and Hard of Hearing Student Handbook and specifically agree to the following:

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- Interpreter Coordinator has the right to suspend/cancel services if no communication occurs.

I have read the Student Contract and I understand the procedures.

Signature: _____

Date: _____