

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

(866) 939-6985 Voice/VP – Lisa’s Office

(480) 206-0134 Text – Lisa

interp@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 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 have the right to suspend/cancel services if no communication occurs.

PLEASE SIGN ON NEXT PAGE. THIS IS YOUR COPY.

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

Signature: _____

Date: _____