

Colorado State University-Pueblo
Student Life – Disability Resource Office
Interpreting Services Guidelines – Registered Students

The Disability Resource Office will make every effort to locate sign language interpreters for qualified deaf and hard of hearing students. All students seeking accommodations at the University must provide documentation and follow the process for requesting academic accommodations before interpreter services will be arranged. Once students are determined eligible, students should work with the Disability Resource Coordinator to arrange class schedules. Unless you request accommodations through the Disability Resource Office and provide a final schedule of classes, an interpreter will not be scheduled for your classes.

Students should allow two weeks advance notice of interpreting needs to give the Disability Resource Office time to locate qualified classroom interpreters. If an interpreter cannot be found, the Disability Resource Coordinator will help to make other arrangements.

- A. **Requesting an interpreter for the classroom.** If you need an interpreter for classes, you must meet and request accommodations with the Disability Resource Coordinator. The Coordinator will schedule Interpreters for your classes.
- B. **Requesting an interpreter for classroom related activities and meetings.** If you need an interpreter for any scheduled classroom related activities or meetings, you must:
 - 1. Contact the Disability Resource Coordinator a minimum of 48 hours before the activity or meeting (Monday-Friday). *A notification of 5 business days ensures appropriate coverage can be arranged.*
 - 2. You may make your request by contacting the Disability Resource Coordinator by email: dro@csupueblo.edu, phone 719-549-2663 (voice), or completion of *Interpreter Request for Classroom Activity* form and turning it into Student Academic Services receptionist.
- C. **Requesting an interpreter for non-classroom related activities and events.** Students should contact the department or sponsoring entity to request interpreting services. The Disability Resource Office does not provide interpreting services for students outside of classroom related activities.
- D. **Using an interpreter in Class.**
 - 1. You, the interpreter, and the instructor should work together to determine the best placement of the interpreter in the classroom. Sit where you can clearly see each other.
 - 2. If you have a question, raise your hand and ask the teacher. The interpreter will voice your question.
 - 3. The interpreter will sign what the teacher and students say in class. If you miss something, you may ask the teacher to repeat it.
 - 4. The interpreter will voice everything you say in class. Do not try to chat with the interpreter during class.

5. If you have a problem understanding the interpreter's signs, please tell him/her. If communication is unsuccessful, request an appointment with the Disability Resource Coordinator.
6. If a conflict arises between you and the interpreter, please:
 - a. First discuss the problem with the interpreter.
 - b. If the problem cannot be resolved, contact the Disability Resource Coordinator as soon as possible to discuss the conflict. The Disability Resource Coordinator will contact the interpreter to arrange a meeting to resolve the conflict.
7. If you have problems with your classes or instructor (non-interpreting concerns), please speak to the instructor first. If this is not successful, you may speak with the Department Chairperson, or the Disability Resource Coordinator.

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