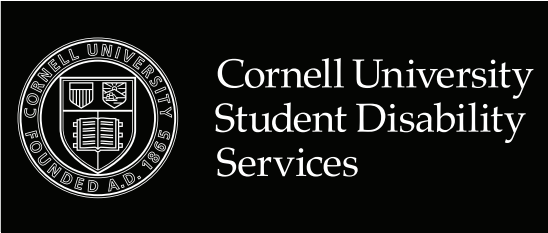


Student Disability Services

Student Disability Services



*Services for
Equal Access*

Note: It is acceptable for you to check with your primary interpreter or captionist regarding availability to cover any additional or extra-curricular requests you may have. However, **your formal request still must be e-mailed** following the above procedures with a note that you have already checked with your primary interpreter and would like to confirm their availability.

Changes in Schedules

There may be times that an interpreting/real-time captioning schedule may change and/or your interpreter/ captionist may need a substitute (i.e., vacation). You will be notified via email when this may happen. If an interpreter is ill the day of the assignment you will be contacted via email as soon as possible. If you would like to provide a phone number of another way of reaching you for last minute changes or cancellations, please forward those numbers on to signlangsols@aol.com or your captionist as well as to sds_cu@cornell.edu.

**Interpreter/
C-Print™ Captionist
Request Policy**

Student Disability Services

420 Comp. & Comm. Ctr.
Garden Ave. Ext.
Ithaca, NY 14853
Phone: 607 254-4545 (voice)
Deaf/HoH: via 711 Relay
Fax: 607 255-1562
E-mail: sds_cu@cornell.edu
www.sds.cornell.edu

**Alternative formats of this brochure are
available upon request.**

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SDS Diversity Statement
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The staff of Student Disability Services strives to
create and sustain a welcoming, accessible, and
supportive environment. We believe that diversity
strengthens our institution and envision a community
free of bigotry, expressions of hatred or prejudice,
and behaviors that infringe upon the freedom and
respect that every individual deserves. We are
committed to expanding our understanding of the
complex issues surrounding identity in order to
advance the notion "Any person ... any study."
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Interpreter/C-Print Captionist Requests

Cornell University will arrange and incur the cost of interpreter and real-time captionist services for classes, related academic requirements, and non-academic, out-of-class activities sponsored by the University for any registered Cornell student.

The following procedures are important to follow to ensure appropriate coverage of classes and events.

1. **All requests** for sign-language/oral interpreter or real-time captioning services must be made via e-mail as far in advance as possible (more than 2 business days for individual requests; four weeks for scheduling a full semester).

- For interpreter service, **send your e-mail to:** sds_cu@cornell.edu **with a copy to:** signlangsols@aol.com
- For real-time captioning service, **send your e-mail to:** sds_cu@cornell.edu **and a copy to your primary captionist**, if known.

- All requests are subject to approval by Student Disability Services. Your interpreting/real-time captioning needs may not be covered without an official request.
- All requests are formally tracked through e-mail/on computer. This documented information is vital in referencing for future interpreter/captionist placements.

2. **All requests must include** the following information:

- Date
- Begin time
- Duration or end time
- Location
- Brief explanation of meeting purpose (this is essential in determining if more than one interpreter may be necessary)
- Any other specific requests

If your request is for a sign-language or oral interpreter, you will receive an e-mail reply from the Sign Language Solutions office within 24 hours

Student Disability Services

confirming your request and providing information regarding the interpreter placement for your request.

If your request is for real-time captioning, you will receive an e-mail from either a captionist or Student Disability Services to confirm your request.

3. **Last minute requests** (with 2 or less days notice) should be:

- For interpreters: **called in** to Susan Wardwell at Sign Language Solutions at (607) 738-8244 (through relay) followed by an e-mail to signlangsols@aol.com **and** sds_cu@cornell.edu.
- For captionists: **e-mailed** to Student Disability Services at sds_cu@cornell.edu

** Every possible effort will be made to cover these requests with the understanding that interpreting/captioning resources are limited and may not always be available to meet last minute requests.