

No-Show Policy

• Interpreters are required to wait 20 minutes for students and are paid for the day along with travel costs even if you do not attend class. You are required to let Disability Services know 48 hours in advance if you will be missing a class so the interpreter service can be notified to cancel the service for the day.

• If you miss a class 3 times without sufficient notification, you may lose your service.

The Disability Coordinator and Disability Services Staff are here to help you. As part of a team effort to provide support services to students, think of us as your resource. Please feel free to come to the Coordinator with any problem or difficulty, before it grows too large. We would like to make sure that you have the tools you need to make your academic career a success.

Brainerd Campus
501 W. College Dr.
Brainerd, MN 56401
Paula Huss
Disability Coordinator
(218) 855-8175
800-933-0346

Staples Campus
1830 Airport Rd.
Staples, MN 56479
Diane Wuollet
Disability Support
(218) 894-5182
800-247-6836

CLC is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. This information is available in alternative format upon a 48-hour advance request by contacting

Paula Huss, Disability Services at 800-933-0346 ext 8175.
TTY users call Minnesota Relay Service: 7-1-1 or 800-627-3529

Policies and Procedures for Students who are Deaf/Hearing Impaired



Paula Huss
Disability Coordinator
Office C111
Brainerd Campus
218-855-8175
phuss@clcmn.edu

At Central Lakes College we strive to offer you the best interpreting services possible. It is hoped that these guidelines will benefit students, faculty, and interpreters to the fullest. Faculty and staff may request an Interpreter for office hours, meetings, and other college-related events by contacting the Disability Coordinator, Paula Huss 218-855-8175 Office C11c. Your full cooperation with the following guidelines will be greatly appreciated and will facilitate your needs as hearing impaired students. These policies and procedures may be subject to change.

Requesting an Interpreter

Upon completion of Central Lakes College registration, submit a copy of your class schedule to the Disability Coordinator. It is important that you make your request for services as soon as possible; we need at minimum a 2 week notice to find interpreting services.

1. All arrangements for interpreting services must be made through the Disability Services office. CLC contracts with CSD (Communications Service for the Deaf) out of the St Paul MN office.
2. If you need an Interpreter for out of class activities, (field trips, etc.), please notify Disability Services of the need. We will do our best to provide an Interpreter. At least one week's notice is required.

Guidelines for Students Working With Interpreters

- Do not ask interpreters for their help in your class. The Interpreter's job is to interpret what the instructor and your class members say, and to voice your signing when appropriate.
- If you wish to speak with the professor after class, first ask the Interpreter if he/she can stay. If not, then make an appointment with the professor and request an interpreter from Disability Services.
- If you have a problem with your Interpreter, please do not discuss it with other Interpreters or students. Discuss the problem with the Interpreter first. If the situation is not resolved, then bring it to the attention of the Disability Coordinator. This way it will be kept confidential.
- PLAN AHEAD. If you are to make an oral presentation in class, it is important that you practice with the interpreter who will be voicing for you. It is YOUR responsibility to bring in your script or typed speech into Disability Services to be photocopied for your Interpreter.
- Before you make a change in your schedule, (adding or dropping a class), please notify the Disability Coordinator. This way we will know how to appropriately schedule Interpreters.

• If you plan to be late for class, please notify the office so we can instruct the Interpreter to wait for you. The Interpreters have been instructed to wait 20 minutes. If you do not arrive within the first 20 minutes, the interpreter will notify the Disability Coordinator of your absence and fill out a "no-show" form that will be placed in your file. It is the student's responsibility to notify the Disability Coordinator to cancel Interpreter service 48 hours in advance when:

- You plan to miss class;
- Room, day, or time of class is changed;
- You are adding or dropping a class;
- You are canceling any other activity for which an Interpreter was requested.

When you know you will be absent from class, notify the office immediately. If you are sick and do not know when you will be well enough to return, the office will cancel interpreting service until you are ready to return class.

• Students who need a note taker should meet with the coordinator before the semester starts with schedule. Free photocopying of notes will be provided by Disability Services. The department will offer to pay the amount of \$40 per quarter per credit class to a student whose notes are acceptable to the individual needing note taking services.