

ANTELOPE VALLEY COLLEGE  
Office for Students with Disabilities  
**STUDENT CONTRACT FOR INTERPRETING SERVICES**

It is the responsibility of the Deaf/Hard of Hearing student to notify the Office for Students with Disabilities **IMMEDIATELY** regarding any schedule change. The student is also responsible to contact OSD **AS FAR IN ADVANCE AS POSSIBLE** when:

- **he/she plans to MISS a class**
- **he/she is going to DROP a class**
- **he/she is informed that CLASS is CANCELLED**
- **the room number, day or time of a CLASS has CHANGED**

**\*\* You may send an e-mail message at any time \*\***

**E-mail: [hpleer@avc.edu](mailto:hpleer@avc.edu)**

**If the student misses two class meetings of the same course without notifying OSD, interpreting services will be discontinued until he/she has met with the OSD Director, Dr. Louis Lucero, to have services reinstated.**

- For classes that meet 90 minutes or less, the interpreter will wait 15 MINUTES from the scheduled start time for the student to arrive; for classes that meet for more than 90 minutes, the interpreter will wait 30 MINUTES. If the student does not arrive within the stated time, the interpreter will report to OSD for instructions and the student's absence will be recorded.
- If the interpreter does not arrive on time, the student is to wait 15 minutes, then contact OSD to find out what alternate arrangements might be possible on short notice.
- Interpreters are responsible to provide access to in-class communication and discussion. They are not subject tutors, classroom aides, note-takers, etc. Any questions related to course content and materials should be directed to the instructor.
- Students are encouraged to meet with the OSD Director as soon as possible if they experience any problems with course work or interpreting services.
- If additional college-related interpreting services are needed, they must be requested **at least three (3) business days in advance.**

Thank you for your cooperation. We look forward to working with you  
while you attend Antelope Valley College!

**I understand my responsibilities and agree to comply with the above procedures.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Term