**RCCC Office of Accessibility**

**Interpreter or CART services Agreement**

Student Name: Student ID #:

Address: Phone #:

As a user of Interpreter or CART services, I agree that:

* I will submit my request to the Office of Accessibility (OA) **as soon as possible**.
* I understand that while “last minute” requests (those submitted less than 72 business hours in advance of the event) will be accepted and while reasonable attempts will be made to honor these requests, OA staff cannot guarantee service provider availability.
* I will inform OA staff of any changes in my schedule and expected absences within 24 hours.
* I will inform OA staff of any difficulty or inconsistencies in Interpreter or CART services **as soon as they occur**.
* I realize that if I fail to inform OA staff in a timely manner of any problems with the Interpreter or CART services, the Office of Accessibility may not be able to resolve the situation in a timely manner.
* I understand that if I am absent from three class sessions without notifying OA staff in advance (preferably 24 hours), my Interpreter or CART services may be interrupted and need to be reinstated as arranged in a meeting with a Disability Services Counselor, from the Office of Accessibility.

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

OA Staff Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact the Office of Accessibility using the following:

South Campus, Joanne Rusnak 704.216.3613 [joanne.rusnak@rccc.edu](mailto:joanne.rusnak@rccc.edu)

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