

# Request & Agreement for C-Print • CART The Accessibility Office

**Section I: Student Information** (Please type information or print legibly)

Student Name: \_\_\_\_\_  
Last First Middle

Student ID: \_\_\_\_\_ Bucks Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**Section II: Course & Semester Information**

Academic Year: \_\_\_\_\_  Fall  Winter  Spring  
 Summer I  Summer II  Summer III

Courses for indicated semester: **Please include course and section numbers** (Example: MATH 095-N10)

#1 _____	Building: _____	Room: _____	Days/Times: _____
#2 _____	Building: _____	Room: _____	Days/Times: _____
#3 _____	Building: _____	Room: _____	Days/Times: _____
#4 _____	Building: _____	Room: _____	Days/Times: _____
#5 _____	Building: _____	Room: _____	Days/Times: _____
#6 _____	Building: _____	Room: _____	Days/Times: _____
#7 _____	Building: _____	Room: _____	Days/Times: _____

**Section III: Terms & Conditions**

The Accessibility Office (TAO) works with students to provide appropriate support services in order to make classes accessible at all Bucks County Community College campuses. There is no charge to students for these services. Read and follow this policy to make sure the services work effectively for you, and are in place when you need them. Request C-Print or CART services by meeting with TAO and completing a Request for Academic Adjustments form as soon as possible after registering for courses. Late requests (received 3 weeks or less before a semester) will be handled on a first come-first served basis.

**Student Responsibilities:**

- A. In order to receive services each student user will
  - 1. Contact TAO at least one month in advance before registering for classes
    - a. All requests will be considered
    - b. Requests received later may take longer to provide
    - c. TAO must be notified if
      - 1) Being cancelled in advance
      - 2) Dropping or withdrawing from a class
      - 3) If the student, cannot come to class
      - 4) If the student decides that services are not needed
  - 2. Go to class regularly
    - a. Transcriber services may be stopped if a student has repeated and/or unexcused absences
      - 1) An unexcused absence means the student did not contact the Accessibility Office as soon as possible
      - 2) Having transportation problems is an unexcused absence
    - b. In case of an emergency, efforts should be made to contact TAO in order to cancel transcriber services for that class
    - c. TAO will then contact the transcriber to cancel services
      - 1) Students should not contact the transcriber directly unless you also contact TAO

- 2) Transcribers are hired by TAO
- 3) All schedule changes must be done through TAO

*C-Print or CART notes will not be provided when a student is absent from a class. Students must attend the class to receive C-Print or CART notes.*

- 3. Contact TAO if you have concerns about the transcribing services provided in your class
  - a. TAO will work with you and the transcriber to assure that the interpreting meets your needs
  - b. Tell the transcriber exactly what you would like her or him to do differently
- 4. Be on time for classes or transcribers will leave
  - a. If you arrive more than 10 minutes late no services may be provided for that class
  - b. If a student is late more than twice, transcriber services may be stopped until the student resolves their lateness issue with TAO
- 5. Only one (1) warning will be provided to students before services are stopped
  - a. Students who are in danger of losing services due to lateness, more than three unexcused absences, or other abuse of the service must meet with the TAO Director
  - b. A plan will be created to either continue or stop the services depending on the efforts made by the student to attend classes and stay in contact with TAO

**Transcriber Responsibilities:**

- A. As a reasonable accommodation for students requiring interpreting services, the Accessibility Office at Bucks County Community College will
  - 1. Transcribers will arrive on time for class.
  - 2. If on campus, arrive five to ten (5-10) minutes before class to allow time to set up equipment.
    - a. This may not be possible if a transcriber has classes back to back.
    - b. Discuss with the student whether to sit next to him/her in order that the student can read the notes while they are being transcribed
      - 1) If a student prefers the transcriber sit somewhere else, that is the student’s choice and the outcome is their responsibility
    - b. Within 24 hours, provide a copy of the transcriptions to the TAO Office by e-mail in addition to the copy sent to the student’s Bucks address
      - 1) In the case of remote services, a way must be provided for TAO staff to confirm transcription and student log in per class
      - 2) On site transcribers note if the student is absent in the subject line
  - 3. Transcribers will notify The Accessibility Office if they will not be able to attend the scheduled class
  - 4. Transcribers will wait at least ten (10) minutes. If the student arrives more than ten (10) minutes late no services are required to be provided for that class. The transcriber should notify The Accessibility Office
  - 5. Transcribers will notify The Accessibility Office if a student is absent from class
  - 6. Transcribers will edit material according to professional guidelines (*However, if a student prefers to receive the notes without editing, that is the student’s choice*)
  - 7. Transcribers will contact TAO directly or through the vendor of any planned absences as early as possible. The vendor and TAO will then make arrangements for alternative services.

**I have read and understand the above information:**

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<b>Student Signature</b>	<b>Date</b>
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**If this form is incomplete or not provided to the Accessibility Office (TAO) at least one (1) month prior to the start of class, it will delay your ability to receive interpreting services in a timely manner.**

**This form must be filled out every semester you require accommodations.**

**PLEASE NOTE:** You have the right to appeal any decision regarding academic accommodations that is made by the Accessibility Office (TAO) staff. The appeal process form and information may be found on our website: [www.bucks.edu/accessibility](http://www.bucks.edu/accessibility) or stop into our office – Student Services Center, to request a hard copy.

*Bucks County Community College does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, veteran status, union membership, or any other legally protected category.*