

## Student Responsibilities: Receiving Interpreting, CART/Typewell Services

### Student Responsibilities

1. Provide the Office of Disability Resources (ODR) with documentation, which supports the need for the third party service.
2. Utilize Priority Registration, to the best of your ability, to lock in a schedule for the upcoming semester.
3. Once registered for classes, notify ODR by completing the [Notification of Class Registration](#).
4. Inform ODR of any class schedule or changes (to include Adding or Dropping/Withdrawing) as soon as possible by emailing the ODR specialist, and including [ODR@UMW.EDU](mailto:ODR@UMW.EDU) on the email.
5. Upon receipt of all class syllabi, send Copies to ODR and Interpreter (s) (or Liaison if receiving CART or Typewell service).
6. Submit notification of any requests for special events associated with your class or educational needs by completing the [Interpreter/Speech to Text Request Form](#).
7. Submit notification of any absences or cancelled classes with no fewer than 30-hours' notice of the scheduled class to ODR via email with a copy to their interpreter(s) (or Liaison if receiving CART/Typewell service).
  - a. Failure to provide notification will be considered a student "No-Show." See "No-Show" Procedure for more information.
8. Review the Interpreting Services Agreement.

I have read and understand the above and agree to the guidelines that explain my responsibilities as a student receiving support from the Office of Disability Resources at the University of Mary Washington.

*Student Signature:*

\_\_\_\_\_ Date: \_\_\_\_\_

ODR Staff Representative:

\_\_\_\_\_ Date: \_\_\_\_\_