



San Joaquin Delta College

Disability Support Programs and Services (DSPS)

COMMUNICATION ACCESS REAL-TIME TRANSLATION (CART) SERVICES AGREEMENT

Students approved for CART services must adhere to the agreement outlined below:

1. **First Day of Class**: Meet the CART provider inside the classroom before the beginning of the first scheduled class meeting. Services will be suspended for students who do not show up the first day of class.
2. **Tardiness**: The CART provider will wait 15 minutes for an hour class, and 30 minutes for a two hour class. Students who do not show up for class, and do not inform the coordinator that they will be late or absent, will receive an unexcused absence. Three unexcused absences in any one course will result in suspension of services. CART services may be reinstated upon meeting with a DSPS counselor.
3. **Absence**: Students must contact the coordinator as soon as they know they will be absent at:
(209) 437-4710 (text only) or
(209) 954-5151 ext. 6289 (office/desk phone) or
gmaciel@deltacollege.edu

Failure to notify the coordinator of an absence will result in an unexcused absence. Three unexcused absences will result in suspension of CART services.

4. **No CART Provider**: If, after waiting 10 minutes, the CART provider does not show up to class, contact the coordinator at the above phone number or email address. The coordinator may be able to send another CART provider for that class. Remember, students are still responsible for the information taught in the class session, and should ask another student for notes for that class.
5. **Student Responsibilities**: During class, if the instructor is speaking too fast or several people are speaking at the same time, ask the instructor to repeat the information.
6. **CART Provider Responsibilities**: The CART provider is hired to caption voiced communications and to voice the student's typed/written communication if necessary. The CART provider will **NOT** act as an aide or tutor.
7. **Transcripts/Notes**: When offered, transcripts of the class lecture are for the approved student's use only and may **NOT** be shared with others. The CART provider captions everything heard; however, text referencing copyrighted materials, such as movies and unpublished works, are deleted from the transcript. The student may edit the transcript when it is received. Students who prefer a note taker instead of transcripts should speak with DSPS about arranging an in-class volunteer. Contact DSPS at (209) 954-5151 x6272.
8. **Participate in class**: The CART provider is hired to facilitate communication for the student. Please do not have private conversations with the CART provider during class. If CART services are needed for class-related activities such as tutoring sessions, presentations, or field trips, the student must notify the coordinator at least 5 days before the scheduled activity.
9. **Complaints**: If the student experiences problems with instructors, students, or CART providers, it is the student's responsibility to inform the coordinator or speak with a DSPS counselor. Remember, CART providers only facilitate communication.
10. **Students Must:**
 - **Meet with a DSPS counselor each semester to review/receive accommodations.**
 - **Inform DSPS immediately of changes to the schedule, accommodation needs, or contact information.**
 - **Check student email regularly. All college communications are now sent through email.**

I have read, understand, and agree to follow these guidelines. Furthermore, I understand that failure to comply with this agreement may result in suspension of CART services.

Student's Signature

Phone Number

Email

Date