

How to Request Interpreting/CART Services

New Students:

1. Request appointments with DRC counselor and Interpreter Coordinator.
2. Register for classes with your DRC counselor.
3. After registering for classes, complete the online accommodations request at the [MyDRC Student Log-in](#). The following is a link to the [directions](#).
4. Read the [Interpreting/CART Services Student Orientation](#). Meet with the Interpreter Coordinator (IC) for orientation. IC will explain the process of requesting interpreters. The [Interpreting/CART Services Agreement](#) will be reviewed and signed.

Continuing Students:

1. Register for classes with DRC counselor or online.
2. Request accommodations at the [MyDRC Student Log-in](#) at least two (2) weeks before the start of classes. The following is a link to the [directions](#).
3. Review the [Interpreting/CART Services Student Orientation](#).
4. Meet with your DRC counselor once per year.

For Field Trips, Meetings, Tutoring, or Other Activities

1. Get all the important information:
 - Who (Who is the request for?)
 - What? (What is the nature of the request? – Field trip? Meeting?)
 - Where? (Where will the event take place? – If off campus please provide a map or directions)
 - Time? (Very important...Starting Time **AND** Ending Time)
 - If request is an appointment, have you already made the appointment with the person? Make appointment first, then request interpreter.
2. [Request interpreter online](#). You will receive an onscreen message that your request was sent. Within one business day you will receive verification from the IC of your request. **** IMPORTANT**** Interpreter requests must be sent 5 business days before the event.

For taking tests in the DRC

1. [Email the IC](#) to report the date of your test. Notify IC if you would like an interpreter present for test.
2. Follow [DRC testing procedures](#) to make an appointment for your test. If you would like an interpreter during your test, please tell the testing coordinator.